

43 STEPS IN THE PLACEMENT PROCESS



Phase 4: Offer/ Acceptance/ Start

32. Check formal references as necessary.

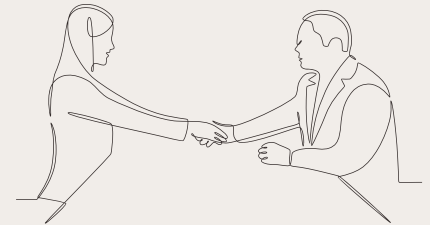


33. Negotiate the deal with an understanding of client and candidate expectations.

34. Manage the offer process.



35. Close the deal.



36. Prep for resignation and reconfirm the commitments on non-negotiables.

37. Debrief resignation.

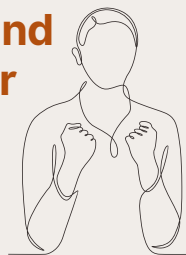


38. Confirm invoice payment date and recipient.



39. Maintain contact with the candidate prior to start date and reconfirm commitment.

40. Encourage the client to maintain contact and enthusiasm with their new employee.



41. Review and confirm the clients onboarding plan.



42. Reconfirm start date.

43. Handwritten "Thank You Note" to the client and candidate.



Congrats

