



## **MSI International Direct-Hire Search Process**

Once MSI International has been engaged to conduct a Direct-Hire Search, the following procedures will be followed.

1. Discuss with client the following:
  - What is unique about the opportunity that will attract candidates from the client's competition?
  - What is the profile of the ideal candidate, including education, experience, skills, and personality that fits the client's culture?
  - Which companies or industries is the candidate most likely to come from?
  - How urgent is the need and exactly when does the client want this person to start work?
  - Exactly who within the company will participate in the interviewing process and who exactly will make the hiring decision?
2. Conduct research of the marketplace to include the company's direct and indirect competitors and determine additional companies that employ candidates with desirable skill sets.
3. Conduct in-depth telephone interviews with potential candidates to ascertain three things:
  - Do they have the appropriate background?
  - Are they willing to change jobs for the right opportunity?
  - Will their career goals be satisfied by the client's opportunity? What are the candidate's "hot buttons," such as salary expectations, level of management responsibilities or location?
4. Present a short list of qualified candidates.
5. Submit résumés and discuss results of in-depth candidate interviews.
6. Arrange face-to-face interviews with the client.
7. Prepare the candidate for the first interview, including the client's "hot buttons."
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9. Debrief the candidate and client. Professionally release any candidate the client does not want to pursue.
10. Conduct and provide results of preliminary reference checking, upon request.
11. Arrange second interviews and discuss concerns.
12. Verify earnings and negotiate the package to be offered.
13. Upon request, provide sources for educational verification, credit history, motor-vehicle records, drug testing, etc.
14. Transmit a verbal offer to the candidate and relay acceptance of offer to client.
15. Consult with the candidate about resignation and how to handle a counter offer.
16. Confirm a start date. The candidate will confirm in writing.
17. Remain in contact with the candidate and employer through the start date and initial phases of employment.
18. Verify with client that the project was successfully completed.