



Comprehensive 25-Step Search & Selection Process

Conducting an extensive search on your own is a time-consuming process that distracts your organization from what it does best. At SPI of Chicago, we've distilled our years of successful search experience into an exclusive 25-step process and a 5-part overall plan of action.

This logical, structured approach means we are not reinventing the wheel each time RCI undertakes a new search. Instead, we can concentrate all our energies on tailoring the search process to build the best candidate selection pool for your particular opening.

Here's how SPI of Chicago's 25-Step Process can work for your company.

Listening

Possibly the most important part of the search process. If we don't understand exactly what you want in a candidate, then the results of the search are useless. That's why SPI of Chicago concentrates on listening first.

1. Conduct a complete needs analysis that will provide us with all pertinent information required to complete a professional search. Includes brainstorming on how to attract candidates from your top competitors.
2. Build a profile of the ideal candidate against which to screen potentials. If desired, interview your top-performing employees as part of the profiling process. Prepare a typewritten document outlining the perfect profile and a plan of how to present the opportunity. Obtain your sign-off.
3. Consult with you on industry compensation standards and construct a compensation framework.
4. Assemble the project team and begin marketplace research. Examine direct and indirect competitors and identify additional companies that employ candidates possessing the skills you seek.
5. Complete the review and revise the list of targeted companies and candidates. Obtain your sign-off.

Searching

This is where SPI of Chicago's years of experience really begin to count. We have the unique ability to identify the best talent in your marketplace, which means the target candidate list we assemble will match your profile.

6. Conduct in-depth candidate telephone interviews using behavioral-based questions to ascertain three crucial qualifying factors:
 - ◆ Do they have the appropriate background?
 - ◆ Are they willing to change jobs for the right opportunity?
 - ◆ Do their goals match yours?
7. We can conduct face-to-face interviews with potential candidates or interview them via video conferencing.
8. Present you with a short list from our process of elimination
9. Submit resumes and analysis of qualifying interviews with selected candidates.

Comprehensive Interviewing

Here's where you determine if you have a match. We've already increased the chances of success by learning your needs and then presenting the candidates who best meet your requirements. Next, we smooth the way during this vital introductory process.

10. Arrange the first face-to-face or videoconference interviews with you.
11. Prepare candidates for the first interview, including a briefing on your goals and priorities.
12. Prepare you for the first interview with emphasis on the candidate's particular goals and aspirations.
13. Debrief candidate.
14. Debrief you and present preliminary conclusions. Politely release any candidates you do not want to pursue.
15. Provide results of in-depth reference checks.
16. Arrange second interviews and discuss particular areas of concern.
17. Post-interview, debrief both you and the candidates.

Negotiations

Experience, again, makes a big difference. Our years of dealing with sometimes delicate negotiations can help you avoid potential pitfalls. Our goal is a win-win result for you and your candidate.

18. Verify earnings and negotiate a win-win compensation package.
19. If desired, provide educational verification, credit history, motor vehicle records, drug testing, and other background checks.
20. Transmit verbal offer to candidate to help ensure acceptance.
21. Consult with the candidate and resolve resignation and counteroffer issues.
22. Confirm start date; obtain written confirmation from candidate.

Follow Through

With SPI of Chicago, it's not over when it's over. We have an extensive post-search debriefing protocol to evaluate the search process and results.

23. Remain in contact with you and the candidate through the start date and initial phases of employment.
24. Conduct a conclusion interview with you to make sure the project was successfully completed.
25. If acceptable, ask you for a reference letter and permission to use your name for reference purposes.

The SPI of Chicago Search Process has Proven Successful Time and Time Again.

At SPI of Chicago, a successful search is a partnership between a motivated and involved client and experienced recruitment executives. We begin by listening, applying the knowledge we've gained to begin the research process, extracting potential candidates, guiding the interview process, and then making sure the final negotiations run as smoothly as possible.

By doing what we do best, SPI of Chicago lets you concentrate on your business, while we recruit your leaders for the future.