

# Our Service Options



## RETAINED SEARCH

**The Industry Standard.** This full-service option is most often selected for highly complex searches that require work with multiple stakeholder groups. This process begins with on-site listening sessions and proceeds through all steps in the search process – including profile development, passive candidate outreach, development of the candidate pool, assessment, selection, and due diligence for finalist candidates.

The search consultant is typically on-site multiple times during the search process and plays a hands-on role in driving the process, the interviews, feedback and data collection, decision-making facilitation, compiling the offer/negotiation, and onboarding. The fee is a percentage of starting compensation or a fixed fee. Expenses are charged back at cost.

*This service is guaranteed.*



## SOURCING PLUS

**Unique to the Industry.** **Sourcing Plus** is a modified search that focuses on marketing the job, attracting a high quality candidate pool, and working with the client and/or search committee in selecting the best candidates to pursue. The Sourcing Plus model typically follows the retained search process up through the selection of finalist candidates. After finalists are selected, the client takes responsibility for managing the end stages of the process in-house. The services are provided on an hourly or fixed-fee basis. An estimate is provided and agreed to in advance of each search. Consultant travel to campus is optional and charged back at cost. Expenses are charged back at cost.

*Sourcing Plus offers a partial guarantee.*



## SOURCING BASIC

**Sourcing Basic** focuses on marketing the opportunity and building the candidate pool. Candidates that are submitted to the client are pre-qualified based on key criteria (qualifications, compensation, location, start date, etc.) Summit leads the process up through the client's selection of the semi-finalist candidates. Services are provided on an hourly or fixed-fee basis and an estimate is provided in advance. This service is offered virtually. Expenses are charged back at cost.

*Sourcing Basic does not include a guarantee.*



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# The Search Process



## Step 1: Preparation

- Position and needs are analyzed during an intake process that involves meetings with key stakeholders.
- Position prospectus and marketing materials are created and approved.
- Recruiting strategy is formulated.



## Step 2: Recruitment

- Extensive, nationwide, inclusive sourcing strategies are employed that involve advertising, networking, and passive candidate outreach.
- Diversity sourcing strategies are implemented and tracked.



## Step 3: Evaluation

- Prospective candidates are screened and evaluated by Summit. Qualified candidates are presented to client and/or search committee.
- Clients can be provided a secure website to access materials and key documents.
- The option exists for search committees to utilize a specialized program to review and rate candidates online; Summit presents compiled results back to search committee for use as a decision-making tool.



## Step 4: Initial Interviews

- Semifinalists are selected and interviewed.
- Finalists are recommended.



## Step 5: Finalist Due Diligence

- Finalists are selected and on-campus interviews occur.
- Reference checking and background checks are implemented.



## Step 6: Selection & Negotiation

- Campus feedback is assessed and selection decision is made.
- Offer is made and negotiated.
- Onboarding plan is discussed to ensure a successful transition.



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# More About Our Service Options & Technology Tools

Steps In Search Process	Sourcing Basic	Sourcing Plus	Retained Search
Intake & Strategy Development	✓	✓	✓
Position Profile & Marketing Materials Developed	✓	✓	✓
Advertising & Position Postings Implemented	✓	✓	✓
Passive Candidate Outreach	✓	✓	✓
Diversity Sourcing Strategies Implemented	✓	✓	✓
Candidate Screening	✓	✓	✓
Presentation of Candidates	✓	✓	✓
Semifinalist Selection	✓	✓	✓
Interview Coordination		✓	✓
Reference & Background Checks		✓	✓
Selection of Finalists		✓	✓
Offer Presentation & Negotiation			✓
On-Boarding			✓
Guarantee		Partial (1 Year)	Full (1 Year)

## Specialized Tools & Technology

**Candidate information, materials, and EEO data** is tracked for all searches using an applicant tracking system. The system allows for real time reports to be provided to customers in Excel format. Post project reporting is provided for all projects.

**Consensus based rating tool is available for search committees.**

Summit offers a specialized tool that enables search committee members to review and rate applicants in a secured portal. The system allows Summit to create consolidated ratings reports that are used by the search committees as consensus-based decision making tool. This feature is very popular with search committees.



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