



FIVE-STEP PROCESS



We combine a highly personalized approach with a structured process

to ensure candidate selection and a consistent, high-quality search. We adhere to a five- step process for each exclusive / retained search. No step is complete without client feedback and approval.

Step One: Develop a Specification Document and Search Strategy.

The Specification Document outlines the core search criteria; the objectives, the challenges during the first 90 – 180 days, and how the role fits within the organization. We produce the Specification Document after research and interviews with key executives, including but not limited to the candidate's manager, peers, the HR Vice President and the appropriate members of the executive team.

The process of creating the Specification Document is active and participatory. It helps the client achieve consensus among the rest of the team for a new role, ensure an accurate understanding of needs, and begin to build a winning search strategy with complete buy-in for the role requirements. The Specification Document will also be used with potential candidates to facilitate a greater understanding of the role and the client organization. Later, it may serve as a working document between the client and the candidate to gauge success performing in the new role.

Step Two: Identify and Screen Candidates. Each partner's dozen or more years experience as healthcare technology leaders means we understand the role requirements first-hand. This, along with the Specification Document, set the search strategy. Understanding the areas of focus, we begin our search leveraging extensive personal networks, vast proprietary database, and knowledgeable researchers. This speeds the process for identifying candidates and is frequently complemented by advertising and discrete reach-out campaigns. Once candidates are identified, they are screened and evaluated through in-depth interviews and referral checks. Once narrowed, we provide a short list of candidates, usually not more than three candidates.

Step Three: Interviews and reference checks. We provide further screening / interviews with the finalist candidates and sometimes personality profiling. We arrange client / candidate interviews. We will assist in the client interviews if the client desires. Following finalist client/candidate interviews, we actively solicit thoughtful feedback from both the client and candidate, we evaluate credentials, training, experience, track record, specific skills, and character with a 360 degree reference check including seeking out peers who can speak to their abilities. Then we provide a Profile for each of the candidate finalists to facilitate a decision.

Step Four: Candidate is selected. The selected candidate will be interviewed further, including compensation negotiation. The SSi partner is available to facilitate at this step if the client wishes. Candidates not selected are informed promptly and politely.

Step Five: Feedback and follow-up: After completion of the search, SSi greatly appreciates completion of an SSi Satisfaction Survey to be completed by the client and the candidate. This is used for quality improvement purposes. To assure satisfaction, we will schedule a follow up with the client and candidate at three intervals: 30 / 90 / 180 days. If an exclusive search fails within a 180-day period, we will conduct the search again at no additional charge (excluding expenses).

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