

Radar Search Best Practices

	Radar	Client	Candidate(s)
Meet face-to-face to clarify job requirements	✓	✓	
Prepare Working Agreement outlining terms and conditions of the search	✓		
Review, approve and sign the Working Agreement	✓	✓	
Prepare Opportunity Profile and Company Profile	✓		
Approve Opportunity Profile and Company Profile		✓	
Post the Position Profile on RadarHH.com and other top job boards	✓		
Direct recruit passive candidates in the marketplace	✓		✓
Review active candidates	✓		
Interview qualified candidates at Radar	✓		✓
Prepare briefs, ranking and recommendation for short list of 3-5 qualified candidates	✓		
Discuss short list	✓	✓	
Coordinate client-candidate interviews	✓		
Interview preferred candidates		✓	✓
Select preferred candidate		✓	
Conduct candidate background checks (5-year employment history and education checks performed by Total Security Management) **	✓		
Conduct professional employment reference checks (Radar) **	✓		
Conduct pre-offer discussion with preferred candidate to review compensation and other expectations	✓		
Present the offer	*	✓	✓
Negotiate the offer	*	✓	✓
Accept the offer			✓
Confirm candidate resignation	✓		
Send hiring confirmation letter	✓		
Conduct a post search review including feedback from the client and candidate	✓	✓	✓
Follow up with the client and candidate post hire	✓	✓	✓

*At your discretion, Radar can present the offer and negotiate on your behalf.

** Services conducted upon client request.