

**In order for DRI to best serve its CLIENTS, there is a mutual process both parties commit to. This process has proven to enhance the both the speed and capability of fulfilling CLIENT needs successfully.**

### **MUTUAL PROCESS COMMITMENT**

- Direct Recruiters will send pre-kickoff questions to the hiring team to ensure the proper DRI members are brought to the call and everyone can prepare for the conversation.
- Once a contract is executed, DRI will conduct a 30-60 minute kickoff meeting with the CLIENT hiring team to establish a mutually agreed upon position profile, company information, and hiring process for each new search.
  - It is imperative that position details are finalized prior to the kickoff meeting to ensure the search's success.
- Within 24 hours, DRI will provide remaining questions along with a position scorecard and job description if requested and share with CLIENT for timely feedback.
- Within 24 hours, CLIENT will provide DRI with any candidates who have already been in the interview process or are otherwise non-viable candidates.
- DRI and the CLIENT will schedule a weekly sync call beginning ~10 days following the kickoff meeting and create a candidate tracking live spreadsheet for accessing the presented candidates' information with ease.

### **SEARCH PROCESS**

- DRI will pre-screen all candidates before presenting information officially to CLIENT COMPANY.
- DRI will present selected candidates in writing with client feedback given within 48 hours of candidate presentation along with interview availability for candidate proceeding in the process.
- DRI will assist in scheduling interviews and potentially listen in on the first interview to ensure the right candidates are being presented.
- DRI will provide in-depth interview feedback to the CLIENT upon debriefing with the candidate.
- DRI will deliver employment offers and reconnect with candidates within 24 hours of receiving.
- Upon acceptance, DRI will maintain post-acceptance and resignation follow-up to aid in the candidate's transition.

### **Additionally:**

- DRI will disengage candidates who are not chosen to move forward with the CLIENT.
- CLIENT will notify DRI within 24 hours of a search pausing or closing.