

# 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.



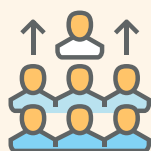
## Step 2: Recruitment

- 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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