

# 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.

Order	Sequence	Applicant Name	JA	AM	DC	DF	MC	AS	AH	JF	DB	SS	CK	GK	X	O
1	30	Jane Doe	X	X	X	X	X	X	X	X	X	X	X	X	11	0
2	29	John Doe	/	X	X	X	X	X	/	X	X	X	X	X	10	2
3	19	Penny Example	X	X	X	X	X	X	X	X	X	X	X	X	10	2
4	22	Aliene Example	X	/	X	X	X	X	X	X	X	X	X	X	9	3
5	14	Christopher Demo	X	/	X	X	X	X	X	X	X	X	X	X	10	2
6	12	Christian Sample	X	X	/	X	X	X	X	X	X	X	X	X	9	3
7	1	John G Sample	/	X	X	O	/	X	X	/	X	X	X	X	8	3
8	21	Linda A Example	X	/	X	/	/	X	X	/	X	X	X	X	8	3
9	8	Douglas Sample	/	X	/	/	X	X	X	X	/	X	X	X	7	4
10	11	Cathryn Demo	O	X	/	/	X	X	X	X	O	O	O	O	6	6
11	16	Samuel W Doe	/	X	/	O	X	X	/	/	/	/	O	X	5	3
12	2	Yolanda Sample	X	/	/	O	X	/	/	/	/	O	X	/	4	6
13	18	Michael Example	/	/	/	X	/	/	O	X	/	X	O	X	4	6
14	26	Elizabeth Demo	/	/	/	X	X	/	/	X	/	X	O	O	4	5
15	23	Wendy S Sample	/	/	/	X	/	/	O	X	/	/	O	/	3	8
16	25	Bahman Example	X	O	/	/	X	X	/	X	X	/	O	O	3	7
17	3	Mitchell Demo	/	O	/	X	/	/	O	/	/	/	/	/	2	10
18	10	John S Doe	O	/	/	X	X	/	/	O	/	O	O	O	2	6
19	4	Timothy S Example	O	/	/	X	/	/	O	/	O	/	O	O	2	6
20	15	Jean F Sample	O	/	/	X	/	/	O	/	O	/	O	O	1	6
21	7	Carter D Demo	O	O	O	/	/	/	O	/	O	/	O	O	1	6
X Total by Rater			7	7	7	10	11	13	6	12	6	8	8	5		
/ Total by Rater			9	9	12	8	10	8	8	9	11	6	5	9		
O Total by Rater			5	4	2	3	0	0	7	0	4	7	10	7		



*Elevated  
Solutions  
for Higher  
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Searches*