



Summit Search Solutions is a boutique executive search firm focused on serving the unique needs of the higher education and nonprofit sectors. We support diverse clients nationwide—from top-tier research universities and major foundations to independent colleges, school districts, associations, and membership organizations, delivering unparalleled service to help mission-based organizations thrive.

Our Search Options



COMPREHENSIVE SEARCH

The Industry Standard. This full-service option is most often selected for high level searches in complex environments. These searches often involve work with multiple stakeholder groups (Board of Directors, Hiring Authority, Search Committee, etc.) The process begins with on-site listening sessions and proceeds through prospectus development, advertising, passive candidate outreach, development of the candidate pool, assessment, due diligence for finalist candidates, selection, negotiation, and onboarding. The search consultant is typically on-site multiple times during the process and plays a hands-on role with the search committee and hiring executives. The fee is a percentage of starting compensation or a fixed fee. There are no additional administrative fees. Expenses are charged back at cost. *This service is guaranteed.*



SOURCING PLUS

Unique to the Industry. **Sourcing Plus** is a modified search that focuses on marketing the position, attracting a high-quality candidate pool, and working with the client and/or search committee in selecting the best candidates to pursue. Sourcing Plus follows the Comprehensive Model up through the selection of finalist candidates. After finalists are selected, the client takes the lead in managing the end-stage processes. Services are provided on an hourly or fixed-fee basis. There are no additional administrative fees. Consultant travel to your site is optional and charged back at cost. Expenses are charged back at cost. *Sourcing Plus offers a partial guarantee.*



SOURCING BASIC

Sourcing Basic focuses on marketing the opportunity and building the candidate pool. Candidates that are submitted to the client are pre-qualified based on key criteria jointly determined by the client and Summit. Summit leads the process up through the client's selection of semi-finalist candidates. Services are provided on an hourly or fixed-fee basis. This service is offered virtually. Expenses are charged back at cost. *Sourcing Basic does not include a guarantee.*

OTHER BENEFITS:

- Summit's deep network of sources is utilized for all search models.
- Primary candidate research occurs for each project - in addition to tapping our professional network.
- All searches include specific diversity sourcing strategies.



Comparison of Search Services

Steps In Search Process	Comprehensive	Sourcing Plus	Sourcing Basic
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	Full (1 Year)	Partial (1 Year)	

Specialized Tools and 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.

Confidential Search Committee Ratings Report

Applicants		Search Committee Member Ratings											Ratings		
First Name	Last Name	LP	TR	SF	CC	CH	EC	SP	SA	EW	DP	HS	★	★	★
Aryssa	Berrios	3	3	3	3	3	3	3	3	3	3	2	10	1	0
Kent	Knowell	2	3	1	2	3	3	3	3	3	2	3	7	3	1
Christie	Civitella	3	1	3	2	2	3	3	3	2	3	3	7	3	1
Sian	Bjango	2	3	3	3	1	3	2	1	3	3	3	7	2	2
Al	Rodriguez	2	3	2	3	1	3	3	1	3	3	2	6	3	2
Jeff	Williams	2	2	1	2	3	3	2	2	2	3	3	4	6	1
Kimberly	Myricks	2	2	2	2	1	3	3	2	2	3	3	4	6	1
Amy	Chen	3	2	1	2	2	3	2	1	3	2	3	4	5	2
Bob	Barret	1	3	2	1	3	2	1	1	3	2	2	3	4	4
Lauren	Satterlee	2	1	3	1	1	2	2	1	2	3	2	2	5	4
Colton	Baxter	2	1	2	1	2	2	2	1	2	1	3	1	6	4
Robert	Mick	2	2	2	1	3	2	1	1	2	1	2	1	6	4
Jerrard	Coleman	1	1	2	1	1	2	1	2	2	1	2	0	5	6