



**Summit Search Solutions** is a boutique executive search firm that serves the unique needs of the higher education and nonprofit sectors. Summit supports diverse clients nationwide—from top-tier research universities and major foundations to independent colleges/universities, school districts, associations, and membership organizations. Summit delivers unparalleled service to help mission-based institutions and organizations thrive.

## Our Search Options



### 1 COMPREHENSIVE

**Full Service. Guaranteed.** The Comprehensive 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. This model can be implemented virtually as well. 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.*



### 2 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 pieces of the search. 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.*



### 3 SOURCING BASIC

**Build the candidate pool.** 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, but we will negotiate a discounted rate to continue sourcing if it is necessary.*

## OTHER BENEFITS:

- All searches can be implemented virtually as needed or desired.
- Primary candidate research occurs for each project - in addition to tapping our deep professional network.



# Comparison of Search Services

## STEPS IN SEARCH PROCESS:

Intake & Strategy Development
Position Profile & Marketing Materials Developed
Recruitment Advertising & Position Postings
Prospect Research & Specialized Sourcing
Outreach to Active and Passive Candidates
Candidates Interviewed & Assessed
Presentation of Candidates
Semifinalist Selection
Semifinalist Interview Coordination
Selection of Finalists
Reference & Background Checks
Offer Presentation & Negotiation
Onboarding Planning
Guarantee

Comprehensive	Sourcing Plus	Sourcing Basic
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	
✓	✓	
✓	Negotiable	
✓		
✓		
Full	Partial	Discounted

# Specialized Tools and Technology

**Candidate information, materials, and EEO data** are 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 secure portal. The system allows Summit to create consolidated ratings reports that are used by the search committees as a 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