STEP ONE – DEFINING YOUR SEARCH & CANDIDATE PRESENTATION:

A. Your Account Manager will work with you to define the description of the job and the skills, core competencies and experience required in the candidate.

B. We handle all of our searches with a measure of confidentiality. This applies both to client and candidate:

a. Our standard approach with candidates is that we do not tell them the name of the hiring organization until they express interest in the position and we have conducted a preliminary screening. However, unless you are running a confidential search (see below), it may be in your best interest to allow us to not only disclose the hiring organization's identity, but also to promote it, peaking interest of both active and passive job seekers alike.

b. With many of our candidates being "passive seekers", they are currently employed, and confidentiality is required on our client's part to ensure the candidate's current employment is not jeopardized. There may be certain searches where the initial candidate presentation will be in a blind format due to a high need of confidentiality on the candidate's part. In this situation, your Account Manager will discuss further details with you at that time.

c. If you are running a confidential search, your Account Manager will discuss the best way to handle this search, and when in the recruitment process we will be able to disclose your company name to our candidate. In a confidential search, no candidate will know your organization's identity until a mutual interest has been expressed.

C. After we make a presentation of a candidate on an open search, we expect feedback within 48 hours. In today's competitive market, talented candidates are in demand – and often they do not stay in their career search long. Timely feedback from you at all stages will be required to maintain our candidate's interest in your open position and your organization.

D. With any candidate presentation, we consider ourselves the referring source based on the date/time stamp of when the resume was emailed to you.

E. Should your position be filled internally, through another source, or should the position opening be cancelled or the urgency and/or timeline be changed in any way, you will immediately notify us of the change in status.

Step Two – The Interview Process:

A. Once you decide to interview a particular candidate, the interview cycle needs to be started in a timely manner. Remember that delays now will increase the chances that the candidate will no longer be available.

B. In our pre-screening process, all of our candidates are thoroughly interviewed and evaluated. As a result of our interview process, candidates regularly receive coaching and input from us to compete successfully during their interviewing and to close their interviews competitively. We prepare our candidates for every client interview. In that preparation we cover all the basic details, and we will discuss exactly what we have discussed with you concerning their past and future compensation packages. We **never** divulge any confidential information or key decision points for your interview process.

C. We will do the legwork and communication between you and our candidate to schedule the necessary interviews and provide directions and assistance if needed for face to face interviews.

D. You, as the hiring organization, are responsible for covering the cost incurred in travel and accommodations for any in-person interviews you conduct. The payment or reimbursement method is your choice, but your Account Manager will need to know your preferred method up front, in order to communicate this to any Executive Recruiters working on your search, and to applicable candidates.

E. Once a candidate has completed an interview with anyone at your organization, feedback from your organization is desired within 24 hours. We also require the ability to obtain interview and presentation feedback from the manager who will be making the final decision. This is a critical part of our mutual success in the recruitment and placement process.

Step Three – The Selection & Offer Process:

A. Upon making a hiring decision about a PRI candidate, we request that it be made immediately following the final interview and be offered through one of our Executive Recruiters. All discussions regarding compensation structure and benefits should first be discussed with your Account Manager or our Executive Recruiter who has the relationship with the candidate.

B. Any candidate you make an offer to will have had references checked by our team and if you desire, academic degrees verified. Still, PRI cannot be held liable for any decision you make based on the candidate references we check. It is your responsibility to double or re-check any and all references before making any decisions on them. We will provide you all the information necessary to do that successfully for the references we have checked. We do not do criminal background checks; this is the hiring organization's responsibility.

PRI Business Services, Inc. is an executive search firm, and we are always looking for talented candidates for our open client searches. Be assured that we do not work with a candidate we placed with a client unless we have a written release from our client. We also never recruit or solicit employees from any of our active clients. It has occasionally happened that one of your employees will come to us asking us to help them in their career search. If that were to happen, we will confidentially work with that candidate, unless you have specifically told us that you do not want us to work with any of your employees, but again, we do not recruit or solicit employees - directly or indirectly – from any of our clients.

We will not confirm any interviews between your organization and our candidates until we have a signed search agreement which includes an initialed copy of this document. We want to begin your search with a mutual understanding of how the process will successfully unfold.

Initials

Date