

Assignment Process

Timeline	Identify	Contact	Reference	Interview/ Evaluate	Present	Negotiate/ Reference	Close	Reports	Invoice
Week 1									1
Week 2								First qualified candidate list report and discussion of candidate backgrounds; ongoing weekly updates	
Week 3									
Week 4								Orgchart overviews of targeted firms supporting candidate selection process available	
Week 5								Qualified long list report; first candidate reports	2
Week 6									
Week 7									
Week 8/9								Candidate Reports (short list report) Candidate Presentations	3
Week 9/10									
Week 11/12									
Week 12/13								Reference Reports	
Week 14/15									4