



# SEARCH FRAMEWORK

& SAMPLE TIMELINE

Clients who partner with Simply Driven  
& successfully engage in our process have a  
**95% offer acceptance rate.**

Total search time is ultimately determined by:

**Mutual commitment to a candidate start date &  
mutual accountability and execution of a time-bound process**

PHASE

1

**SOURCING, VETTING  
AND PRESENTATION OF  
A THREE-CANDIDATE SLATE**

PHASE

2

**INTERVIEW  
& SELECTION**

PHASE

3

**NEGOTIATION,  
PRE-CLOSING  
& CLOSING**

PHASE

4

**CANDIDATE RESIGNATION,  
NOTICE & PRE-EMPLOYMENT  
ONBOARDING**

## PHASE 1 | SOURCING, VETTING, 3-CANDIDATE SLATE

DAY 1	<b>INTAKE CALL WITH CLIENT STAKEHOLDERS</b> <ul style="list-style-type: none"><li>• Business need driving the search and expectations for delivery</li><li>• Define Search Scope and Target Candidate Profile</li><li>• Agreement on process, execution and accountability for deliverables and results</li></ul>
DAYS 2-8	<b>SOURCING, ENGAGEMENT, AND VETTING</b> <ul style="list-style-type: none"><li>• Search scope and target candidate profile from intake call combined with proprietary search tools and methodology to identify a representative pool of candidates</li><li>• Outreach and engagement of candidates in the target pool</li><li>• Candidates guided through our proprietary Scorecard Process and aligned with client value proposition and opportunity</li></ul>
DAY 9	<ul style="list-style-type: none"><li>• Evaluation, ranking and selection of three candidate Slate</li><li>• Creation of individual candidate write ups</li></ul>
DAY 10	<ul style="list-style-type: none"><li>• Presentation of three-candidate Slate to client (via zoom or Teams)</li><li>• Discussion and Q&amp;A of each candidate</li><li>• Commitment to first-round interviews and dates</li></ul>

## PHASE 2 | INTERVIEW AND SELECTION

DAYS 11-15	<ul style="list-style-type: none"><li>• Client schedules and executes first-round interviews</li><li>• Sharing of mutual feedback</li><li>• Selection of candidates moving forward to subsequent interviews</li><li>• Schedule subsequent interviews</li></ul>
DAYS 16-20	<ul style="list-style-type: none"><li>• Subsequent interviews</li><li>• Sharing of mutual feedback</li><li>• Assessments and testing (if desired)</li><li>• Decision/Selection of winning candidate</li></ul>

## PHASE 3 | NEGOTIATION, PRE-CLOSING, AND CLOSING

DAYS 21-22	<ul style="list-style-type: none"><li>• Simply Driven preclosing work with client and candidate</li><li>• Development of offer terms</li><li>• Simply Driven pre-closes candidate and secures candidate verbal acceptance</li></ul>
DAYS 23-24	<ul style="list-style-type: none"><li>• Client generates written offer</li><li>• Candidate reviews, signs, and returns offer letter</li></ul>
DAY 25	<ul style="list-style-type: none"><li>• Candidate resigns from current position and gives two-week notice</li></ul>

## PHASE 4 | CANDIDATE NOTICE AND PRE-EMPLOYMENT ONBOARDING

DAYS 26-35	<ul style="list-style-type: none"><li>• Candidate two-week notice</li><li>• Pre-employment on-boarding (background check, drug screen, etc.)</li></ul>
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## CANDIDATE START

DAY 36	<b>Candidate reports for work.</b>
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**RAPID ACCESS TO THE  
RIGHT TALENT IS A  
COMPETITIVE ADVANTAGE.**