



Road to Success

Through the use of our 10-step **MAPS** process we put clients on the *road to success* in the hiring of successful team members. This efficient, timesaving process assures that clients see only the candidates who have the skills and experience your company needs.

One – **MAPS** conducts a site visit or phone interview and prepares a detailed analysis of the client's organizational structure, philosophy, management culture, personalities and overall characteristics of the work environment.

Two – **MAPS** prepares comprehensive client and position profiles to use matching candidates who meet established criteria.

Three – Through the **MAPS** database, referrals and a variety of internal and external resources **MAPS** identifies potential candidates.

Four – **MAPS** qualifies potential candidates by initial telephone and in-person interviews to ensure knowledge, skills, experience and traits match the client's profile and necessary job essentials.

Five – After receiving supporting documentation for all qualified candidates, clients select and prioritize the candidates who capture their interest.

Six – **MAPS** arranges and coordinates the interview schedule with client and candidate.

Seven - **MAPS** conducts a pre-interview briefing with client and each candidate to answer questions, provide additional information, final preparation, etc.

Eight - **MAPS** debriefs client and candidate after each interview, assessing strengths, weaknesses, compatibility and interest level.

Nine - Client selects the top finalist and upon request, **MAPS** conducts professional reference checks with former supervisors and colleagues and/or clients of the candidate.

Ten - **MAPS** discusses with client and candidate the potential offer and participates in negotiating acceptance. **MAPS** assists client with candidate integration and assists candidate with resignation from his or her current position and orientation to the new position.

