

Campbell & Company

Consultants in Advancement Planning, Fundraising, Marketing Communications
and Executive Search

Campbell & Company's Executive Search process ensures that our clients' and candidates' time is well used and that we reach the qualified candidates our clients need. The sample timeline below shows the progression of actions we take in a search, comprising four months of thoughtful research, networking, interviewing and presenting the candidates to the client for final decisions. This timeline is subject to change based on a number of factors.

Action	Responsibility	Month 1				Month 2				Month 3				Month 4			
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Signed Agreement received	Client																
Discuss position responsibilities and steps of executive search process	C&C/Client																
Create position guide, ad strategy and timeline	C&C																
Approve position guide and ad strategy	Client																
Research and develop contact list for networking/ outreach; ad placement	C&C																
Make networking/outreach contacts to identify qualified candidates	C&C																
Screen resumes, begin candidate interviews	C&C																
Conduct in-depth final candidate interviews	C&C																
Present candidate profiles	C&C/Client																
Interview final candidates	Client																
Check references for successful candidate	C&C																
Extend offer	C&C/Client																

877-957-0000 toll-free ~ www.campbellcompany.com

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