

### Science of Selection™ Process Steps

Step	Task	Schedule	Who
Step 1	Complete Job Specification & Performance Document - A detailed description of the job and the performance indicators for the position, including the financial as well as other goals (quality, human relations, interpersonal, etc.) This step is critical to every other step in the process and we use this as our “guide” and calibration for all screening and selection of candidates. We use this document and your psychometric assessment to calibrate the “fit” of final candidates presented to you for interviewing.	Week 1	SWNW w/ Client
Step 2	Begin sourcing appropriate candidates (aligned to the approved job specification document).	Week 1, 2 & 3	SWNW
Step 3	Do resume screens and initial phone screens using critical selection criteria (from job specification document). Determine which candidates to complete on-line assessment.	Week 2, 3 & 4	SWNW
Step 4	On-line Assessment for all selected candidates- Personal Orientation Profile™ - POP (for sales) or ManagementPro™ (for Management), etc. Predictive & Validated with over 4,000,000 candidates in database.	Weeks 2, 3 & 4	SWNW
Step 5	Determine which candidates will be “selected in” for in-person interview with SW NW based on assessment data and resume/phone screening data. Create composite scoring for comparison purposes of self-management data.	Week 4	SWNW

Step 6	Create Interviewing Documents (including customized questions based on competencies from Spec. Document as well as Assessment scores) for in-depth interviews. Schedule 1.5 hour in-person or phone interviews (if candidates are greater distance than drive).	Weeks 3&4	SWNW
Step 7	Conduct 1.5 hour in-person behavioral-based interviews with all local candidates (anyone in driving distance). 1.5 hour in-depth phone (or video) interviews for others.	Weeks 4 & 5	SWNW
Step 8	Deliver candidate book (summary background data) for all interviewers to read prior to final interviews.	Week 5	SW/Client
Step 9	Conduct Final Interviews/Facilitate Selection Process with Client (And any other interviewers).	Week 6	SWNW With Client
Step 10	Do reference checks on final candidates to be presented to Client.	Week 5	SWNW
Step 11	Deliver Offer to selected candidates. Deliver Regrets to others. Negotiate final compensation & benefits for client (if desired). Support process as needed.	Week 6	SWNW/Client
Step 12	Candidates <i>hopefully</i> begin work no more than two weeks from offer date, depending on personal situation of candidates.	Week 8 or ASAP	Client
Step 13	Job Specification Document is edited to become the <i>on-boarding</i> document to help candidate “hit the ground running” into position. Also, profiling data is provided to hiring manager and to candidate to facilitate their building a strong working relationship and performance management tool to increase quick success.	Prior to candidate start date.	SW/Client