

PROJECT TIMELINE

HR ASSIST SEARCH



PREPARATION

- Official Notice to Proceed
- Internal project setup
- Client strategy call
- Internal team strategy call
- Brochure assets: Client provided & approved



POOL DEVELOPMENT

- Brochure posted on website, advertisements placed, e-newsletter sent weekly
- Targeted candidates contacted by Project Manager & sourcing team
- Screening: Initial review, intermediate screening



CLIENT CONSULTATION

- Client Access to Candidate Portal: ADK Candidate Talent Tracker, Cover Letters, Resumes, Responses to 2 Screening Questionnaires, Recorded Video Snippets
- Client Consultation: Candidate Review & Discussion of Shortlist



CONTRACT COMPLETION

- ADK Contract Complete
- Client Undertakes Remainder of Search

Date Driven by Client
Info & Approval

Posting Begins: 3/24
Posting Closes: 4/27
Screening: 4/28-5/7

Client Access to Portal: 5/8
Client Consultation: 5/13

Contract Complete

PHASE 1

PHASE 2

PHASE 3

PHASE 4