creative alignments®

REQ MILESTONES

Req Phase	Time Frame	Estimated Hours	Running Total of Hours
Kickoff Prep		up to 1	
Kickoff Meeting/Call*	Within 7 days of signed contract	up to 1.5	
Kickoff Recap to HM*	Within 48 hours of kickoff (preferably 24 hours)	up to 1	
Req Set up & admin Code Set Up	Within 24 hours of kickoff recap	up to 1.5	
Posting written and/or revised & to HM	Within 48 hours of recap	up to 2	
Posting Live online	Within 24 hours of HM approval	up to .25	
Submit calibration candidates (optional based on role & client/relationship)	Within 72 hours of kickoff	up to 1.25	4 to 9
Weekly Update*	At the end of the 1st full week after Kickoff and weekly thereafter	up to .75 each	

*Template will be updated/finalized based on decisions regarding info to be included

	Time Frame	Quantity for average roles where response rates will likely be average	Quantity for roles where relevant applications will likely be high	Executive roles where response rate will likely be high	Highly technical roles where response rates will likely be low
		X # OF HOURS TO CONTACT X # OF CANDIDATES			
Sourcing & Reviewing Applicants	Within 14-21 days of kickoff	10 hours, 50 candidates**	8 hours, 20 candidates**	10 hours, 30 candidates**	20 hours, 100 candidates**
Screening		1 hour each, 5-7 candidates	1 hour each, 5-7 candidates	1.5 hours each, 4-6 candidates	1 hour each, 3-5 candidates
Candidate Submitted**		.5 hours each, 2-4 candidates	.5 hours each, 2-4 candidates	1 hour each, 1-2 candidates	.5 hours each, 1-2 candidates
TOTAL (from above) X# of hours have been put towards the search and we have presented X# of candidates		21-30 hours, 2-4 candidates	19-28 hours, 2-4 candidates	22-32 hours, 1-2 candidates	28-37 hours, 1-2 candidates

** Target # of candidates identified, but adjust # contacted based on likelihood of interest

5-15-2019