



Sample Search Status Report

CLIENT:	ABC Industries	LAUNCH DATE:	xx/xx/xx
POSITION:	Controller	STATUS DATE:	xx/xx/xx
		ELAPSED DAYS:	8

SUMMARY

Steps Taken

1. Position Specification has been completed and approved.
2. Internal research plan has been developed; execution commenced. Plan consists of:
 - Approximately 150 contacts have been identified from our personal network. Over 120 have been contacted.
 - Brief job description has been written and approved for post on Internet job board. Has not been posted yet.
 - Research outsourcing contact has been identified.
 - Local college alumni departments have been contacted. Nothing has been submitted yet.
 - Contact with Big 4 accounting firms established and job description has been posted on Andersen alumni site (no mention of ABC Industries in that description).

Results

1. Ten (10) potential candidates have been identified.
2. Three (3) potential candidates have been pre-screened.
 - Interested: 1
 - Not interested: 1
 - Undecided: 1
3. No assessment has been made on any candidates.