

KinheadPartners

Sample Search Progress Report President, XYZ Oil & Gas

Hiring Manager: *John Manager*

HR Manager: *Jane H. Resources*

Search Approval Date: *October 3, 200X*

Search Completion Date: *January 3, 200X (90 days from start of search)*

Search Plan Milestones	Tasks & Deliverables	Who	Milestone Date	Completion Date	Elapsed Time	Adverse Variance (Days)
Search Process - KP	Target List Name Generation Completed	DK	10/30	Continuing		
	Screening Completed	DK	11/15			
	In-Person Interviews Completed, Slate Presented	DK	11/20			
	Screening For Possible Second Slate	DK	11/30			
Interview Process	1 st Interviews	JM	11/25			
	2 nd Interviews	JM	12/2			
	Reference Checking & Education Verification	DK	12/5			
	2 nd Slate (if required)	DK	12/5			
Offer & Close	Prepare Offer	ALL	12/5			
	Finalize Offer, Present To Candidate	DK	12/7			
	Acceptance		12/10			