



STEPS TO EXECUTIVE RECRUITMENT

Step 1



Request for Proposals

Commission requests proposals from approved list of Executive Search Firms

Step 2



Review and Selection of the Firm

Commission reviews proposals and selects a Firm

Step 3



Candidate Profile for Recruitment

Firm prepares the profile of the "ideal candidate" for Commission approval with input, as requested, from a variety of sources.

Step 4



Recruitment and Outreach

Upon approval Firm begins recruitment and outreach, providing progress reports.

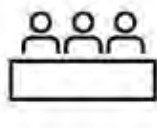
Step 5



Presentation of Candidates

Firm establishes the list of qualified candidates for Commission consideration.

Step 6



Candidate Interviews

Selected candidates invited to participate in selection interview(s) to determine finalists.

Step 7



Vetting of Finalists

Firm completes initial vetting of all finalists.

Step 8



Finalists Presented to the Mayor

Finalists are presented to the Mayor for consideration for the appointment to the position.

Suggestions for Evaluation Criteria to Select a Firm

1. The Firm's demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry.
2. Approach recommended by the Firm to involve the Commission and relevant stakeholders in the development of the candidate profile for recruitment.
3. Approach recommended by the Firm for the recruitment and selection of candidates.
4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position.
5. Experience and expertise of the Firm's team member or members who will be involved in the recruitment process.
6. Proposed schedule and costs.