

### 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.