

## **Recruitment and Selection of Positions Reporting Directly to the Board of Directors**

### **Purpose**

The purpose of this policy is to outline the processes and methods for recruiting positions that report directly to the Board of Directors. This policy will promote the utilization of external recruiting firms who have the knowledge, experience and resources to oversee the recruitment processes and provide the Board with as much direct involvement as is requested. External firms can ensure an independent evaluation of all candidates occur and also alleviates any obligation on internal staff to participate in the selection of these positions by future direct reports.

### **Procedure**

Upon receipt by the Board of Directors of notice of a potential vacancy to any positions reporting directly to the Board, the Board of Directors will provide direction to the Management Services Administrator (MAS) (or Designee) to work with a Board-appointed committee and/or the Board of Directors to initiate a recruitment process.

In the event an internal candidate has been identified by the Board-appointed committee or the Board of Directors, the MAS will:

1. Post a notice on District bulletin boards announcing the upcoming vacancy pursuant to Section A of the Employee Handbook.
2. Internal applications will be evaluated and forwarded to a Board-appointed committee and/or Board of Directors for consideration. The Board of Directors will negotiate and finalize a contract.

In the event there are no identified internal candidates, or the committee or Board elect not to consider an internal applicant, the following may apply:

1. The MAS will develop a scope of work, approved by the Board, and distribute RFP's to external recruiting firms or individuals to provide executive recruitment services for the District.
2. The MAS will present all the qualified proposals to the Board-appointed committee who will make a recommendation to the Board.
3. Once a decision is made by the Board, the MAS will contact the firm or individual to ensure all the necessary paperwork is completed.

Based on the position and qualifications necessary to perform the essential functions of the job, the firm will work with the Board or appointed committee to determine if any assessment tools or exams may be utilized to evaluate the applicants' education, prior experience and training.

The selected firm will adhere to the Scope of Work outlined in the RFP and work directly with the Board of Directors in all areas of the recruitment process to include, if necessary, the preliminary evaluation of all applications, telephone interviews and/or panel interviews.

Once a final candidate has been identified, the recruiting firm can assist the Board in salary and benefits negotiations. After an offer has been accepted, background and reference checks will be conducted and the MAS will schedule a pre-employment physical and drug testing.

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