

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

Purpose

The purpose of this policy is to establish the procedures ~~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 and/or Board appointed ad-hoc committees.

~~Executive recruiters or consultants 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 occurs and also alleviates any obligation on internal staff to participate in the selection of these positions by future direct reports. They can also provide the Board with as much direct involvement as is requested.

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 (MSA) (or Designee) to develop a job announcement and scope of work. The Board will determine the best method for recruitment of the vacancy.

Ad-hoc Committee

The Board, at its discretion, may elect to appoint an ad-hoc committee. In this case, the MSA will work with the committee to facilitate the recruitment process.

~~with a Board-appointed committee and/or the Board of Directors to initiate a recruitment process.~~

Internal Recruitment

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

1. Post a notice on District bulletin boards announcing the upcoming vacancy pursuant to Section ~~4.0 A~~ of the Employee Handbook.
2. Internal applications will be evaluated and forwarded to the a Board or Board-appointed ad-hoc committee and/or Board of Directors for consideration. In the event, an internal candidate is selected, ~~t~~The Board of Directors will negotiate and finalize a contract.

External Recruitment

In the event there are no identified internal candidates, or the committee or Board elects not to consider ~~both an~~ internal and external applicants concurrently, the following may apply:

1. The MSA 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. If the Board elects to appoint an ad-hoc committee, the following may apply:-

1.

- a. The Direction will be provided to the MSA who will post and advertise the position. The MSA will receive all applications and forward them to the ad-hoc committee with evaluation criteria to assess the applicants. A list of qualified applicants may be established for telephone and/or pre-screen interviews. The committee, at its option, may elect to conduct more than one round of interviews and determine if any assessment tools or exams may be utilized to evaluate the applicants' education, prior experience and training. The committee will present all the qualified proposals to the Board-appointed committee who will make a recommendation to the Board.
- b. Once a short list of candidates has been determined, the committee may recommend additional interviews with the entire Board. When a final candidate has been identified, a preliminary offer may be made contingent upon successfully passing a drug test, pre-employment physical and background checks.

Once a decision is made by the Board, the MSA will contact the firm or individual to ensure all the necessary paperwork is completed.

2. If the Board elects to employ an external recruiting firm, the following may apply:

- a. The MSA will develop a scope of work approved by the Board, and distribute Request For Proposals (RFP's) to external recruiting firms or individuals to provide executive recruitment services for the District.
- b. The MSA will present all qualified proposals to the Board or Board-appointed committee who will make a recommendation to the Board.
- c. Once a decision is made by the Board, the MSA will contact the firm or individual to ensure all the necessary paperwork is completed.
- d. 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.
- e. The selected firm will adhere to the Scope of Work outlined in the RFP and work directly with the Board of Directors or appointed committee in all areas of the recruitment process to include, if necessary, the preliminary evaluation of all application, telephone interviews and/or panel interviews.
- f. 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 MSA will schedule a pre-employment physical and drug testing.

~~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 MSA will schedule a pre-employment physical and drug testing.~~