

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

Purpose

The purpose of this policy is to establish the procedures 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 provide an independent evaluation of all candidates. They can also alleviate any concerns of internal staff to participate in the selection of these positions by future direct reports. This procedure is intended to allow for the Board to determine on a case-by-case basis the extent, if any, an external firm will assist in the recruitment and selection of candidates, and the extent the Board itself will perform work related to the same.

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 or revise 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 (the "Committee"). If an ad-hoc committee is appointed, the MSA will work with the committee to facilitate the recruitment process.

Internal Recruitment

In the event an internal candidate has been identified by the Board, the MSA will:

1. Post a notice on District bulletin boards announcing the upcoming vacancy pursuant to Section 4.0 of the Employee Handbook.
2. Internal applications will be evaluated and forwarded to the Committee for review and consideration. In the event an internal candidate is selected, 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 to consider both internal and external applicants concurrently, the recruitment will proceed as follows:

1. If the Board elects to appoint an ad-hoc committee:
 - a. The Committee will direct the MSA to post and advertise the position. The ad-hoc committee will decide whether or not to provide supplemental questions to the MSA to include in the application process. The MSA will

receive all applications and forward them to the Committee members with written evaluation criteria to assess the applicants. A list of qualified applicants will 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.

- b. Once a final list of three to five (3-5) 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 that will be contingent upon successfully passing a drug test, pre-employment physical, background checks and demonstration of ability to work in the United States. As a courtesy, the MSA will inform an applicant before the District checks applicant-provided references.

2. If the Board elects to employ an external recruiting firm:

- a. Retain External Recruiting Firm
- b. 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. The MSA will present all qualified proposals to the Board or Board-appointed Committee who will make a recommendation to the Board.

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

1. Work of External Recruiting Firm:

- a. 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.
- b. 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.

2. Selection of Candidate:

- a. Once a final candidate has been identified by the Board, the recruiting firm can assist the Board's appointed Labor Negotiator 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. As a courtesy, the MSA will inform an applicant before the District checks applicant-provided references.