

Executive Recruitment Process

Elections Commission
October 19, 2022





Executive Recruitment Process

- The Commission's role is to:
 - In accordance with Civil Service Rule 114, conduct a recruitment process to identify candidates for the Director of the Elections Commission position;
 - Interview and evaluate those candidates; and
 - Select the new Director



Executive Recruitment Process

- Work with an Executive Recruitment Firm or DHR
- Most commissions use a recruitment firm
 - Wide public sector recruitment networks
 - Focus on working directly with Commission
 - Search firms have “rolodex” of candidates
 - Promotes confidentiality of all candidates
 - Enhances diversity of candidate pool
- Typical timelines proposed is 16 weeks
 - Additional time likely needed given Civil Service process



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



Offer to Selected Candidate

Working with firm and DHR, an offer is extended to the selected candidate.



Executive Recruitment Firms

- DHR has a list of 5 pre-qualified executive recruitment firms available to support departments and commissions with executive recruitments.
- Next steps:
 - Request proposals
 - Evaluate proposals
 - Recommend firm(s) to commission for review and approval
 - Select vendor
 - Begin Search

Questions