



# RECRUITMENT PLAN MECKLENBURG COUNTY MANAGER

## **RECRUITMENT PLAN-MECKLENBURG COUNTY MANAGER**

The Board of County Commissioners, with the support of County Human Resources, must identify a process for selecting a new County Manager that allows the County to:

- Attract top public and private sector executive talent from across the United States
- Provide every Board member input into the selection process
- Allow Mecklenburg County residents the opportunity to engage in the process

### **Recommendations**

1. County Human Resources recommends the conducting of a blended recruitment process to include County Human Resources staff working in conjunction with an executive search firm. County staff will establish a close relationship with the recruiter allowing for a better understanding of the nuances of the County's organizational culture, the expectations outlined by the Board and issues related to the job. We believe this approach will achieve the following:
  - Increase our capacity to research and identify a diverse pipeline of top quality candidates
  - Allow for an independent third party to thoroughly screen candidates
  - Approach prospective candidates on a confidential basis
  - Persuade an executive to leave a desirable position for a better opportunity and to help negotiate the terms of the move
  - Effectively engage HR business partners such as Public Information and Clerk to the Board as appropriate
2. County Human Resources recommends that a sub-committee of the Board be established to provide oversight for the recruitment process. This would include but not be limited to the selection of the search firm, participation in the interview process and the selection of the top candidates to be interviewed by the entire Board. We believe a sub-committee of the Board will allow for a more streamlined approach in decision making and flexibility in scheduling.
3. County Human Resources recommends engaging in a Request for Quote (RFQ) process to assist in selection of the firm. This process will invite executive recruitment firms to submit proposals outlining:
  - Their experience and expertise
  - Comparable searches
  - Approach for filling position
  - Sourcing and screening practices
  - Pricing

## Recommended Timeline and Actions

Date	Action	Who
May 28, 2013	Provide recommendation for recruitment and selection process	County HR
May 29 -June 10, 2013	RFQ for executive search firm	County HR
June 4, 2013	Board Subcommittee appointed	Full Board
June 11-14, 2013	Select search firm	Board Subcommittee
June 17-21, 2013	Negotiate and execute contract with selected search firm	County HR
June 24 - July 3, 2013	Review and approve select firm's recruitment plan	Board Subcommittee & Search Firm
June 24 - July 3, 2013	Review and approve candidate profile	Board Subcommittee & Search Firm
July 8, 2013	Search Firm begins recruitment process	Search Firm
August 11, 2013	Application period closes	Search Firm
August 12-16, 2013	Review candidates and provide recommendations to Board Subcommittee on candidates to be interviewed	Search firm
August 19-23, 2013	Finalize list of candidates to be interviewed	Board Subcommittee
August 26 – September 11, 2013	First round of interviews conducted and finalists selected to continue in process	Board Subcommittee, Search Firm, County HR
September 23-27, 2013	Finalists interviewed by Full Board and public input solicited via "Meet & Greet" session	Search firm, County HR
October 1, 2013	Make final hiring decision and determine salary offer	Full Board
October 2, 2013	Job offer made	Board designee & County HR
October 15, 2013	Announcement of new County Manager	Full Board