

# Executive Recruitment Process

Public Works Commission  
September 2, 2022



# DHAR Executive Recruitment Process

- The Charter authorizes the Mayor to select a new department head from among 3 or more candidates nominated by the Public Works Commission.
- The Commission's role is to:
  - Conduct a recruitment process to identify candidates for the Director position; and
  - Interview and evaluate those candidates; and
  - Recommend the best candidates to the Mayor for consideration.



# Process to Recruit a Department Head

- 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
  - Promotes confidentiality of all candidates in the process
- Typical timelines proposed is 16 weeks



# 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



### Finalists Presented to the Mayor

Finalists are presented to the Mayor for consideration for the appointment to the position.



# 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 recruitment firm
- Timing: prepare to publicly launch search in early November, pre work can commence once firm is selected

# Questions