



**DRAFT SCOPE OF WORK ELEMENTS
SEARCH FIRM PROCESS**

**FOR DISCUSSION PURPOSES ONLY
CENTRAL HEALTH SUCCESSION COMMITTEE
MAY 15, 2023**

The following suggests the search firm Scope of Work for discussion by the Succession Committee:

DRAFT SCOPE OF WORK ELEMENTS

Successful Proposer will work with Central Health's Succession Committee on:

- Developing the Position announcement
- Developing and implementing a recruitment plan (e.g., advertising, posting and, intentionally committing to equity and diversity by proactively seeking out qualified candidates of all backgrounds)
- Recommending top candidates for interview and selection
- Reference checking and phone interviews
- Developing questions for interviews
- Notifying candidates who have been eliminated from further consideration

Pre-Recruitment Phase

- Provide assistance and work with Succession Committee to define and develop a written Position description and supporting materials that will be used in marketing the Position
- Successful Proposer must work with the Succession Committee to ascertain required information regarding ideal candidates for the Position
- Develop a candidate profile, including the knowledge, skills, and abilities required to become a successful candidate for the Position. Incorporate Succession Committee requirements, which will reflect stakeholder input
- Evaluate the competitive strengths and weaknesses of the national market for the Position opening
- Develop a strategy specifically designed to attract a diverse pool of highly qualified and competitive candidates, and review and obtain approval of the strategy from the Succession Committee
- Market the Position and identify a qualified and diverse pool of talent for the Position
- With the Succession Committee's approval, prepare and place advertisements for the Position in appropriate journals, publications, and on web sites. Successful Proposer must follow Equal Employment Opportunity Commission guidelines (www.eeoc.gov/laws/practices) that apply to job advertisements and recruitment

Recruitment Phase

- Screen potential applicants for the Position. Identify those meeting minimum qualifications and follow up with telephone interviews to clarify each applicant's credentials. Keep the Succession Committee apprised of screening activities



- Assist candidates with submitting an appropriate application for the Position as required by Central Health and develop candidate profiles, including comprehensive background (education and work experience) and relevant reference information
- Request demographic voluntary self-identification information from candidates with the most promising qualifications
- Provide a list of candidates with the most promising qualifications and advise the Succession Committee of the diverse quality of this pool of candidates
- Prepare and provide the Succession Committee a written summary for candidates with the most promising qualifications
- Evaluate candidates with the most promising qualifications by conducting in depth reference checks with individuals who are or have been in a position to evaluate the candidates' job performance
- Through these reference checks, ascertain the strengths and personal characteristics that would qualify each candidate for the Position. Advise areas in which the Succession Committee and Board should delve deeper during the interview process
- Continue to monitor the diversity of the candidate pool throughout the process and keep the Succession Committee apprised. Be prepared to complete any additional work necessary to complete an appropriately diverse pool of finalists
- With Succession Committee review and approval, design and finalize the interview process, interview questions, panel makeup, scheduling, etc.
- Coordinate candidates' participation in interviews by assisting with travel arrangements, including transportation, hotel reservation, scheduling and expense reimbursement, if required
- Verify the educational histories of the finalists for the Position. Suggest any recommended additional background investigation for completion by Central Health. Central Health understands that Successful Proposer will rely on information given to it by sources, candidates, references and private contacts, and that Successful Proposer does not warrant the veracity of such information. Information available to Successful Proposer that may assist in determining veracity and completeness will be provided by Successful Proposer to the Succession Committee
- Meet with the Succession Committee and staff as needed, assist in preparing agendas for meetings, and guide the Succession Committee and Board through a critical evaluation process of candidates

Post-Recruitment Phase

- Debrief with the Succession Committee following interviews and consider additional candidates, if required
- Notify applicants who are not selected
- If requested, assist the Succession Committee and Board in negotiating offers of employment and transitioning new employee into the Position
- Successful Proposer will guarantee placement of the Position for 12 months, beginning on the appointment start date. If a placed candidate is no longer employed in the Position during the first 12 months of their employment, Successful Proposer will conduct a new search to replace the candidate for no additional retainer, charging only expenses incurred. This guarantee excludes candidates who leave because of a Central Health initiated, material change in job duties, compensation or title
- Successful Proposer shall maintain all documents relating to the search effort according to Central Health's retention schedule and shall make those documents available to Central Health upon request