

7.X MPO EXECUTIVE DIRECTOR HIRING

- I. There shall be a Search Committee formed to perform the necessary recruitment and hiring actions. The process for hiring the MPO Executive Director shall include the steps and elements as follows:
 - A. Before posting job, produce memo:
 1. Recommend acting executive director and salary
 2. Review and confirm hiring process
 3. Discuss tactics to help ensure a diverse pool of applicants
 4. Discuss option of engaging a consultant for executive search assistance
 5. Recommend Search Committee
 6. Identify staff liaison throughout the process
 - B. Develop job posting
 1. Survey staff and board members (with support from MPO staff liaison)
 2. Finalize draft job posting, time frame, posting locations, and salary range
 - C. Milestone: Board to review memo and job posting with above recommendations and approve with a majority vote
 - D. Post job
 1. MPO staff liaison leads posting of job, in coordination with Fiduciary Agent
 2. MPO staff liaison coordinates receiving and responding to applicants (Neogov)
 3. MPO staff liaison shares resumes and cover letters with Search Committee
 - E. Prepare for interviews
 1. Draft questions and evaluation table for first interview and submit to staff liaison for records
 2. Screen applications for a list of first-round interviewees
 - F. Carry out first interview
 1. MPO staff liaison to help schedule
 2. Interview, take notes, and discuss

3. Submit interview notes/evaluation form to staff liaison for records
 4. Recommend final interviewees
- G. Carry out second interview
1. Draft questions and evaluation table – submit to staff liaison for records
 2. MPO staff liaison to help schedule
 3. Interview, take notes, and discuss
 4. Submit interview notes/evaluation form to staff liaison for records
 5. Recommend up to 3 finalists for board interview
- H. Board interviews finalists
1. Board interview
 2. Deliberation and discussion
 3. Final selected candidate agreed upon by board
- I. Make offer / negotiations
1. Offer drafted to final selected candidate.
 2. Board representative selected to communicate the offer
 3. If not accepted, board meets to discuss 2nd choice
- J. Announce selected candidate
1. Once accepted, announce selection to board members and staff
- II. This section summarizes the flow of and participants in the steps and elements listed above.
- A. MPO board confirms makeup of Search Committee, including: MPO Chair, MPO Vice-chair, Fiduciary Agent, chair of RTAC, chair of A&F committee, and two municipal or subregional representatives – or any designees of those entities. The Search Committee meets to carry out I.A and I.B.
 - B. Full MPO board discusses Search Committee recommendations in the memo (I.A), including the recommended makeup of the first and second interview from that Search Committee, and the draft job posting after staff have also been surveyed (I.B). Board votes to approve those items (I.C) and may make adjustments to the Search Committee or the process at this time.
 - C. Search Committee works with staff liaison to post job (I.D). Staff liaison collects and manages applications through Neogov.

- D. Search Committee develops interview questions and evaluation form for both rounds of interviews and submits to staff liaison for records (I.E)
- E. Search Committee or a subset performs interviews, evaluates and discusses, and submits records and selected finalists to staff liaison (I.F)
- F. Search Committee or a subset performs interviews, evaluates and discusses, and submits records and selected finalists to staff liaison (I.G)
- G. Full Board interview with vote to select final candidate (I.H).
- H. Appointee of the Search Committee, with approval of board, makes offer and negotiates (I.I). Report back to full board and if needed, gain approval to make an offer to an alternate finalist.
- I. Announce selection to board members and staff (I.J)