



MUNICIPAL CONSULTING SERVICE

Executive Search

CCM members know that their personnel are their most valuable and indispensable assets. When seeking to hire key executive level personnel - municipal CEOs, department heads, etc. - they understand that an exceptional leader can make a significant difference in their communities.

Recognizing that hiring the best people requires both a significant investment of time and effort as well as a trusted partner, CCM has added executive recruiting to our Municipal Consulting Service (MCS). CCM members can count on CCM to ensure that only the best candidates become part of Connecticut's local governments.

When a CCM member municipality engages MCS Executive Search to recruit a candidate, we will do two things:

- First, we will walk you through our structured process to find, evaluate, present, and recruit the best available candidates for your position.
- Second, we will remain flexible to better respond to unique circumstances that arise or specific requests you have as your partner in this process.

No other entity understands local governments better than CCM. Although situations vary, *we guarantee that our service will deliver an exceptionally well-qualified candidate who is extremely well-suited to fit your community's needs.*

STEP ONE: Assessment, Planning & Profiling (2 TO 3 WEEKS)

- Meet with your Search Team and other stakeholders to build a full understanding of the organization, position opening, and context for the opportunity.
- Gather documents and information about the position (job description, benefits package, etc.).
- Agree on a search strategy and finalize the budget.
- Craft an Opportunity Profile for the position.

STEP TWO: Sourcing, Marketing & Networking (3 TO 4 WEEKS)

- Aggressively promote the position through active networking within trade associations, professional networks, and circles of influence.
- Conduct an extensive keyword search of our talent bank and social media sites such as LinkedIn.
- Create and place targeted ads in print venues, affinity groups, special-interest/association websites, job boards, email blasts, and social media sites pertinent to the location and type of position.

STEP THREE: Pre-Screening & Evaluation (2 TO 3 WEEKS)

- Provide timely response to all inquiries received as a result of promotion and advertising.
- Evaluate and pre-screen candidates to narrow the field down to candidates who are qualified, have genuine interest, and meet your requirements.
- Provide regular updates during the process.

STEP FOUR: Presentation & Interviews (2 TO 4 WEEKS)

- Select and evaluate primary candidates of interest.
- Prepare a written email overview for each recommended candidate.
- Coordinate logistics, planning, and preparations for onsite personal interviews.
- Assist the Search Team with an agenda, questions, and format for interviews.
- Participate during the interviewing as needed.

STEP FIVE: Due Diligence & Verification (2 WEEKS)

- Follow-up with candidates to address outstanding questions.
- Gather additional due diligence to aid in selection of the finalist(s).
- Conduct in-depth reference research and background checks.
- Verify candidate information such as degrees, prior employment dates, etc.

STEP SIX: Selection, Negotiation & Appointment (2 TO 4 WEEKS)

- Assist in determining compensation through comparisons with similar municipalities.
- Assist as needed with formal offer letter.

STEP SEVEN: Communication & Onboarding/Transitioning (2 WEEKS)

- Maintain contact with the candidate post-placement to ensure the transition is proceeding as expected.
- Provide additional onboarding/transition assistance as needed.

For additional information, contact Andy Merola, (203) 498-3056, MCSes@ccm-ct.org.