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, third-party candidate resume databases, 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.
- Consult with the Search Team through the screening process, providing regular updates and real-time online access to candidate data.

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

- Select and evaluate primary candidates of interest.
- Coordinate logistics, planning, and preparations for onsite personal interviews.
- Work closely with the Search Team to establish an agenda, questions, and format for the interviews.
- Prepare comprehensive written profiles for each candidate.
- Lead the interviews and participate as a professional resource to the interviewing team.
- Facilitate discussions with the Search Team as they review and assess each of the candidates.

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)

- Select finalist(s).
- Arrange for candidate(s) and their spouse — if applicable — to attend “meet & greets” with staff, Board members, and other stakeholders, if necessary.
- Determine compensation and contract specifics.
- Formalize offer letter and contract details, if needed.
- Secure formal approvals and execute documents.

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

- Create a communication plan to announce the appointment.
- Make courtesy calls to other top-tier candidates.
- Maintain contact with the candidate post-placement to ensure the transition is proceeding well.
- Provide additional onboarding/transition counsel and assistance as needed.

For additional information, contact Andy Merola, (203) 498-3056, MCSES@CCM-CT.ORG.