



OFFICE OF HUMAN RESOURCES  
**Executive Recruitment**

Administration SOP

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Title: <b>Executive Recruitment</b>	SOP#	SOP-HR-AM-001	
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Approval by Director	Anita Rookard	Author	Ma-Keisha Mullings

### **1. Purpose**

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The purpose of this Executive Recruitment process is to ensure a transparent, efficient, and thorough hiring process for executive-level positions within the organization. It aims to identify and attract qualified candidates for key roles through a structured approach, adhering to legal and ethical standards.

### **2. Scope**

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This Executive Recruitment process applies to all executive-level positions within the organization. It encompasses the activities from job description creation to the final selection of the candidate, incorporating due diligence, public presentation, and Commission approval.

### **3. Prerequisites**

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Before initiating the executive search process, the following prerequisites must be met:

- Approval of budget and job classification by the Commission/Administrator.
- Commission approval for the use of an Executive Search firm on a case-by-case basis.

### **4. Responsibilities**

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HR Director:

- Prepare and review job description and job classification.
- Prepare client profile, position specification, and brochure (if required) for presentation to the Commission and Administrator.
- Conduct due diligence, including reference and background checks, media search, and obtaining candidate consent.



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- Prepare a bio of finalist for public review.

**Administrator:**

- Approve job description and job specification before the recruitment process.
- Present candidates to the Commission for consideration

**Commission:**

- Approve the use of an executive search firm on a case-by-case basis.
- Participate in the interviewing and vetting of candidates.
- Determine the best-qualified candidates.
- Vote and select the final hire.

**HR & Legal:**

- Present finalists' bios to the public for a 14-day review period.

**5. Procedure**

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**Sourcing & Recruiting:**

- HR Director identifies and attracts potential candidates.

**Preliminary Assessment:**

- HR, Administrator, and Recruiter (if applicable) assess the qualifications of interested candidates.

**Presentation to the Commission:**

Administrator presents selected candidates to the Commission for consideration.

**Due Diligence:**

HR Director initiates reference and background checks, media searches, and obtains candidate consent.

**Interviewing & Vetting:**

Commission conducts interviews and vets' candidates.



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**Determination of Best Qualified:**

Commission determines the best qualified candidates.

**Public Presentation:**

HR & Legal present finalists' bios to the public for a 14-day review.

**Commission Vote and Selection:**

Commission votes and selects final hire.

**6. References**

- Relevant legal and ethical guidelines.
- Budget and job specification approved by the Commission/Administrator.
- Commission-approved use of an executive search firm.

**7. Definitions**

<b>Commission</b>	The governing body responsible for approving the budget, job specification, and executive search firm usage, as well as voting and selecting the final hire.
<b>Administrator</b>	The individual responsible for approving job descriptions and presenting candidates to the Commission.
<b>HR Director</b>	The individual overseeing the entire executive recruitment process, including due diligence and public presentation.
<b>HR &amp; Legal</b>	The departments responsible for presenting finalists' bios to the public review.
<b>Interviewing and Vetting</b>	Allows employers to verify work experiences and educational training and/or other credentials that qualify a candidate for a job. This process allows employers to assess candidates' skills for the job based on educational training and credentials.