



OFFICE OF HUMAN RESOURCES
Executive Recruitment

Administration SOP

Page 1 of 3

Title: Executive Recruitment		SOP#	SOP-HR-AM-001
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1. Purpose

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

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

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

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.



OFFICE OF HUMAN RESOURCES
Executive Recruitment

Administration SOP

Page 2 of 3

- 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

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.



OFFICE OF HUMAN RESOURCES
Executive Recruitment

Administration SOP

Page 3 of 3

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

Commission	The governing body responsible for approving the budget, job specification, and executive search firm usage, as well as voting and selecting the final hire.
Administrator	The individual responsible for approving job descriptions and presenting candidates to the Commission.
HR Director	The individual overseeing the entire executive recruitment process, including due diligence and public presentation.
HR & Legal	The departments responsible for presenting finalists' bios to the public review.
Interviewing and Vetting	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.