



# EXECUTIVE SEARCH

PRESENTATION



# Why the League?

- Non-partisan, statewide association serving cities, villages, towns and Michigan communities
- Founded in 1899
- The League has been providing executive search services exclusively to Michigan communities since 1998!
- All our recruiters are highly respected former public administrators in Michigan, each with decades of local government experience and proven records of success.

We love where you live.





# Why the League? cont'd.

- The League and its recruiters have extensive knowledge of Michigan's Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and how they impact the recruitment process.
- We utilize state, national, and international recruitment and promotion sources to solicit a broad pool of potential candidates, including a variety of customized web announcements, our own exclusive email database, and our strong social media presence.

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# Our Search Facilitators



- Selected by the Michigan Municipal League
- Decades of experience in local government
- Assigned based on availability and community preference



Executive  
Recruiter  
Joyce Parker

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# Process Overview for the City of Buchanan



## 1. Develop Recruitment Profile to Attract Quality Applicants

- Candidate Profile
  - *Define position requirements (knowledge and skills)*
  - *Determine preferred attributes and character*
- Community Profile
  - *Highlights attractiveness to candidates*
  - *Insures unique needs match candidate's skill set*
- Organizational Profile
  - *Company culture*
- Optional: 3<sup>rd</sup> profile session with community stakeholders

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# Process Overview cont'd.

## 2. Develop Advertising Strategy

- Create Unique Vehicle
  - *Brochure and Ad copy based on profiles*
- Develop Outreach Strategy
  - *Direct Access to Michigan's municipal managers*
  - *Detailed profiles on MML website*
  - *Outreach Options*
    - *Nat'l (ICMA) outreach*
    - *Network of professional affiliations*
    - *Social media contacts*
    - *National Public Administration Associations*





# Process Overview cont'd.

3. Receive, Review, and Rate Resumes
4. Initial Reference Checks of Candidates
  - Based on profile criteria
5. Present Screened Candidates to council
  - Both a short list and full summary of applicants





# Process Overview cont'd.

## 6. Develop Interview Strategy and Facilitate Selection Process

- Customized interview questions
- Optional: Meet and Greet







# Final Phases

- Extension of Conditional Offer of Employment
- Provision of information and contract template to negotiators
- Extensive Background Investigation
- Additional Reference Review if necessary
- Completion of all close-out activities





# Typical Service Package

- Engagement of elected officials and staff in the profiling process
- Development of robust candidate and community profile featured within a professionally designed recruitment brochure;
- Featured placement in the League's classifieds;
- Advanced marketing and promotion of position utilizing up to four additional recruitment boards;
- Recruitment of passive candidates
- Application analysis and personal pre-screening of viable applicants;
- Reference checks, social media check, and in-depth background investigation done by a third party on final candidate;

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# Project Timing and Fees

- Process typically takes 120 days
- Typical Package fees = \$17,000
  - Third profiling session with community stakeholders: \$1,000
  - Public forum “meet and greet”: \$1,000
- Questions?

