

## Recruitment Process

### The Parameters of the Ad Hoc Committee

The ad hoc committee is tasked to define the scope of the recruitment (where) and establish a collaborative and transparent process. The ad hoc committee is not a candidate decision-making committee, that responsibility is reserved for the full council.

#### 1.0 Scope of the Recruitment

Local, regional, or national search. Some cities will choose to focus on their state or region as some candidates may have a better understanding of the community we serve, the complexities of the work we do, and the political climate.

#### 2.0 General Outline

##### 1. Recruitment intake.

Recruiting team to meet with each council member, individually, to discuss what they are each looking for in a City Manager, as well as timeline.

##### 2. Create marketing plan.

- a. Create job ad.
- b. Create recruitment video.
- c. Create brochures.
- d. Distribution.

The City practices an anonymous application review process. This means that personal identifiable information is redacted from all applications.

### Selection Process

3. Minimum Qualifications. Recruiting team to review applications for minimum qualifications based on job description and feedback from the intake meeting with council.
4. Subject Matter Expert (SME) review. All council members will review, and rate candidate applications and materials based on pre-established rating criteria, education, caliber of experience, and training. Alternatively, this can also be done by the City. Successful applicants will move to the next step of the process.
5. Consultant phone screen/interview.
6. Assessment Center. Exercises typically include panel interviews, presentations, and scenario-based exercises all designed to assess knowledge, skills, and ability. The top three (3) candidates will move to the final steps.

Identities of candidates will be disclosed at this point.

7. Public Meeting. The top three (3) candidates will attend an open meet and greet. Community members, Council, and staff will have an opportunity to meet and talk with the top candidates.
8. Council Interview & Selection. This will require the full participation of the Council.
9. Reference Checks and Conditional Offer.
  - a. City will negotiate terms of the employment agreement with selected candidate.
  - b. Conditional Offer of employment.
  - c. Finalize the employment agreement.



# SeaTac City Council

## Request for Council Action

### Agenda Bill #: 5017

**Council consideration:** A Motion considering the selection of \_\_\_\_\_ as City Manager, and to begin employment contract negotiations.

**Date Action Requested:** RCM: 08/14/18

**Review Dates:** SCM: 7/18/18, 8/8/18, 8/9/18, 8/14/18

**Prepared By:** Joseph Scorcio, City Manager

**Amount:**

**Budgeted?:** Yes

**Applicable Fund Name:**

**Purpose:** To discuss and determine the selection of the next City Manager from the candidates who have completed the recruitment, application and review process.

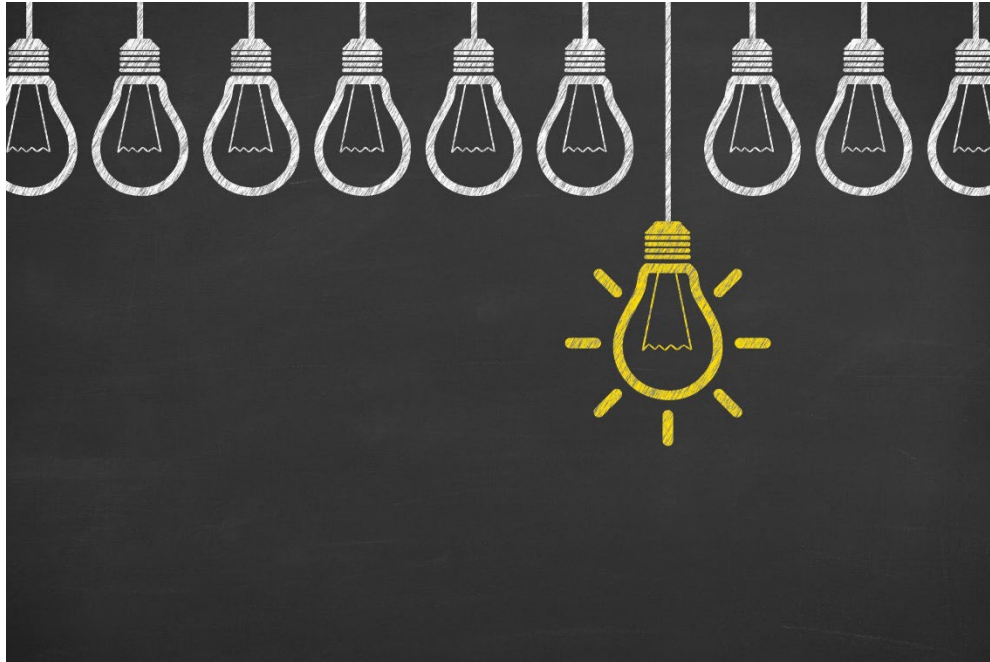
**ANALYSIS:** The Council issued the recruitment announcement for City Manager applications on April 27, 2018. 43 applications were received by the closing date of May 31, 2018. Each Councilmember individually reviewed all the applications from which a short list of candidates was identified for the initial round of interviews. The initial interviews were conducted on July 18, 2018, at which time a list of 4 finalists was identified and invited back for the next round. A series of interviews, meet the candidate events, city tours and related discussions occurred on August 8 and 9, 2018. These included a moderated open forum designed for the general public to meet the finalists. The Council will consider the choices and may make a decision to advance the selection process.

**BUDGET SIGNIFICANCE:** The Council added funds to the City Manager's Office Budget for 2018 to cover the selection, negotiation, contract and employment of a new City Manager, and to provide for an 3-4 month overlap with the current City Manager to provide for a smooth and timely transition.

**COMMITTEE REVIEW(S) AND RECOMMENDATION(S):** Per Council direction, this recruitment, screening and selection process has been handled by the entire Council without referral to any Committee. City Manager Scorcio and Human Resources Director Audett where tasked by the Council to facilitate the process, but did not participate in the screening, review or selection of the candidates.

**ALTERNATIVE(S):** 1) Do not pass the motion, and defer the decision to a subsequent meeting.  
 2) Advance more than one candidate for further consideration at this time and conduct additional steps.  
 3) Do not advance any of the finalists, and provide further direction to the City Manager and Human Resources Director.

# CITY MANAGER RECRUITMENT AD HOC COMMITTEE



## Selection Process PRESENTATION



## Presentation Goals

- Clear roles and responsibilities of the ad hoc committee councilmembers.
- Understanding of the proposed recruitment outline.
- Timeline estimates
- Questions.



## Recruitment Standards

- Anonymous application review.
- Candidate identities are confidential.
- Questions, exercises, and rating criteria are confidential.
- Panelist training.



## The Parameters of the Ad Hoc Committee

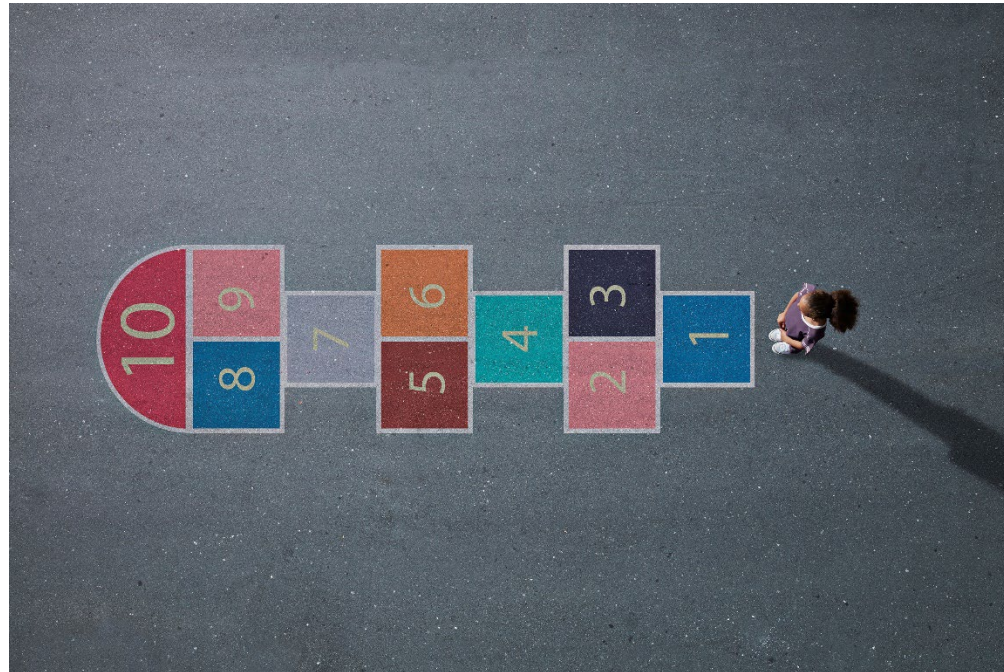
The ad hoc committee is tasked to define the scope of the recruitment and establish a collaborative and transparent process. The ad hoc committee is not a candidate decision-making committee, that responsibility is reserved for the full Council.

**Ad Hoc Committee**  
Purpose, roles and responsibilities.



# CITY MANAGER RECRUITMENT

## PROPOSED RECRUITMENT OUTLINE



# CITY MANAGER RECRUITMENT

Step	Information
1. Recruitment Intake	Individual meetings with council and internal staff to identify key competencies.
2. Marketing Plan & Posting	Create job ad, possible recruitment video, and brochures. Distribution and communication on social media platforms. Open to both internal and external candidates.
3-5. Application Review	<ol style="list-style-type: none"><li>Review for minimum qualifications.</li><li>Subject Matter Expert review.</li><li>Phone Screen.</li></ol>
6. Assessment Center	Various exercises designed to assess candidates' knowledge, skills, and abilities.



# CITY MANAGER RECRUITMENT

Step	Information
7. Public Meeting	Community members, staff, and Council are invited to come and meet the candidates.
8. Council Interviews & Selection	The full council will interview the top candidates and select the new City Manager
9. Reference Checks and Conditional Offer	City will negotiate the employment agreement then provide the conditional offer and conduct the reference and background check.



# CITY MANAGER RECRUITMENT

## COMMUNICATION



# CITY MANAGER RECRUITMENT



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## CITY MANAGER RECRUITMENT AD-HOC COMMITTEE

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The ad hoc committee is tasked to define the scope of the recruitment (where) and establish a collaborative and transparent process. The ad hoc committee is not a candidate decision-making committee, that right is reserved for the full council.

It is the right of the City Council to select the next City Manager. It is the right of the City to establish the selection process and therefore run the process. All candidates going through the process have a right to a level of confidentiality as to mitigate any adverse impact to both their professional and personal lives.

### Related Documents

[AB-5017 City Manager Selection](#)

[City Manager Recruitment Outline-Proposed](#)



# CITY MANAGER RECRUITMENT

## Proposed Timeline

\*\*\*This timeline is subject to change\*\*\*

August – Intake

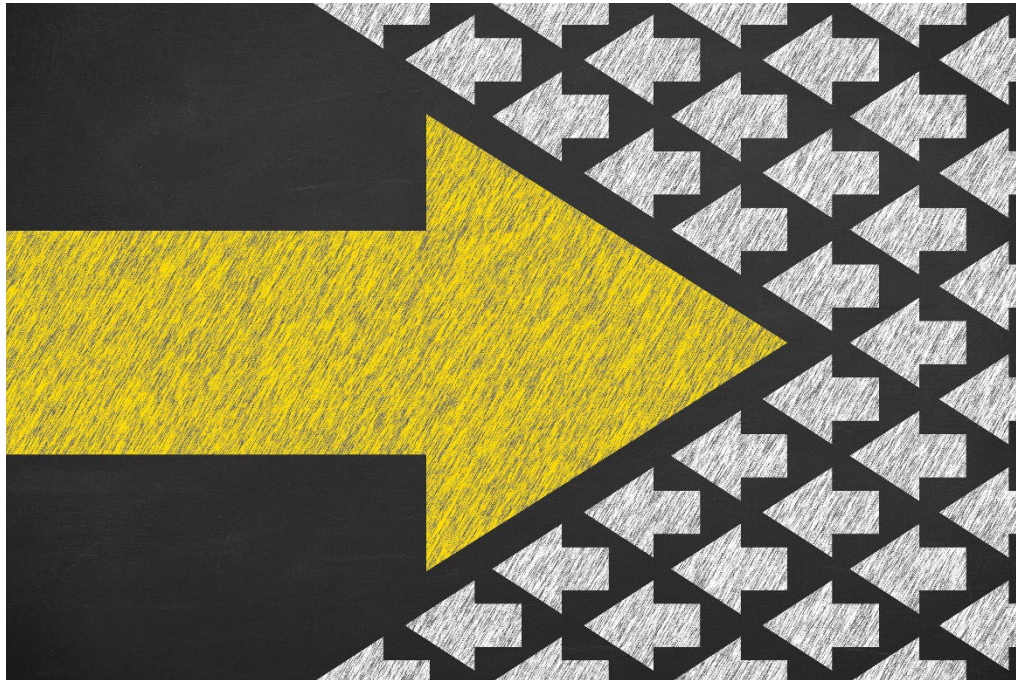
Mid-August – Advertise for the position

September – SME Review and Phone Screens

October – Assessment Center, Public Meeting, and Council Interview and Selection



# CITY MANAGER RECRUITMENT



## Council Direction

- 1) Search parameters.
- 2) Involvement in the application review process; SME Review.



# COMMITTEE DIRECTION

**COMMITTEE DIRECTION REQUESTED:** Provide staff direction regarding the parameters/scope of our search for a new City Manager; local or nationwide? Local meaning – within Washington state.

**STAFF RECOMMENDATION:** Open only to Washington state residents.



# COMMITTEE DIRECTION

**COMMITTEE DIRECTION REQUESTED:** Provide staff direction regarding the anonymous application review by Subject Matter Experts; should the full Council anonymously review application materials of candidates who meet the minimum qualifications?

**ALTERNATIVE:** Anonymous application review to be completed by the City.

**STAFF RECOMMENDATION:** To mitigate delays in the recruitment process; anonymous application review to be completed by the City.



# CITY MANAGER RECRUITMENT

