

PROCESS FOR SELECTING COMPANY TO CONDUCT CITY MANAGER SEARCH – This includes input from Selection Committee meeting on 25 July 2016.

Selection Committee:

25 July (4pm) – Formulates Decision Matrix (selection criteria and evaluation method)  
Incorporates public input, if any, at meeting

27 July (6:30pm) – Updates Council on selection process  
Invites public input on decision matrix with a deadline of 1 Aug

1 Aug (5pm) - Modifies Decision Matrix, if needed, based on Council and public's input  
Formulates recommendation to Council

3 Aug (TBD) – Presents recommendation to Council at special meeting for a vote

8 Aug – Contract executed, search begins

Selection Criteria for Decision Matrix:

- A. Primary Factors:
  1. Past Performance
    - a. How many searches has the company successfully completed for a city manager in the past three years?
    - b. Has the company successfully completed other senior executive searches?
    - c. How many of the city managers that have been recruited by company stayed in place for a minimum of three years?
    - d. Is the company focused on senior executive searches or is this one of many services offered by the company?
  2. Access to Candidates
    - a. Does the company have the ability to recruit nationwide?
    - b. What venues will the company use to recruit candidates?
  3. Timeline
    - a. Does the company have the ability to recruit and put in place an effective city manager within 90 – 120 days.
  4. Background Checks/References
    - a. Does the company do a complete background check of the applicants (i.e. finances, psychological evaluation, criminal history, etc.)
  5. Familiarity with Northeast
    - a. Has the company successfully placed city managers in the Northeast?
    - b. Is the company familiar with NH law and the opportunities/challenges that NH law presents for city managers?

6. Incorporation of Stakeholders in the Search
  - a. Does the company incorporate a wide range of stakeholders in developing a city manager profile?
  - b. Does the company include residents in the search process?
  
- B. Secondary Factors:
  1. Cost
  2. Value-Added
    - a. Does the company intend to follow up placement with an assessment of the success of that placement?
    - b. Does the company provide options if the placement is not successful?

Suggested Evaluation Method:

Each selection criteria is weighted 1, 3, 5, the equivalent to low, medium, and high respectively or no, maybe, yes respectively, depending upon the question posed. The company with the highest number is the recommended company of choice.