

Executive Director Search Committee and Process

Step 1: - Completed

Position posted for 21 days, expiration date October 7, 2021

Step 2: - Completed

Determine selection committee

Step 3: - Completed

Smart- HR, reviews for minimum qualifications utilizing position description

Step 4: - Completed

Smart HR forwards applicant resumes that meet minimum qualifications to EMSRB Chair and HR Consultant for distribution to Screening Committee

Step 5:

All forwarded resumes are reviewed by selected Phone Screening Committee within 7 calendar days the Phone Screening Committee will sign a **confidentially agreement**.

Step 6:

Resumes cleared from Step #4 will be invited to 1st level phone screens that are scheduled with Human Resources, and 2 Board members via a TEAMS meeting at 45 minutes each. Resumes will be reviewed with candidates. The goal of this step is to verify and confirm resume information. Board members assigned will be involved in all additional steps.

Step 7:

Candidates that meet criteria after phone screen are then forwarded to the in-person interviews. Identified candidates are selected for 2nd round interviews (in person and/or virtual TEAMS). A minimum of 3 Board members are required along with Human Resources and SmART are additional participants to move on to the final interview. A regional representative will be invited to participate at this point too. Committee will sign a **confidentially agreement**.

Step 8:

Finalist(s) are scheduled for the December Executive Board meeting, which will be changed to a full Board meeting. We are asking all Board members to attend this meeting either in person or virtually. This will be an open public meeting. Non-board members will be asked to submit and questions or thoughts prior to the meeting.

Step 9:

Final interviews are scheduled for the December Board meeting.

Step 10:

Candidate is selected for offer of employment and appointment