

## TOWN OF SHUTESBURY

### Guidelines for a Candidate **SEARCH**

This search procedure is to be used for filling the following major positions:

Accountant	Highway Supt.
Administrative Assessor	Fire Chief
Town Collector	Police Chief
Town Treasurer	Town Administrator
Librarian	

#### **SELECTBOARD RESPONSIBILITIES**

- 1) Authorize filling of the position. Form available.
- 2) Ask Personnel Board to review the Job Description and recommends changes, if needed to the Selectboard.
- 3) Work with the Town Administrator to develop and place a newspaper ad, setting deadlines, noting Affirmative Action practices.
- 4) Appoint a Search Committee and set date for first meeting. Suggested composition of Search committee includes a representative from: Selectboard, Personnel Board, Finance Committee, the Town Administrator (ex-officio) and 2-3 person with technical expertise in the field of the position. Appoint 5-7 members in all.
- 5) Town Administrator informs members of their appointment and the first meeting date.

#### **SEARCH COMMITTEE RESPONSIBILITIES**

- 1) At first meeting: elect a chair; discuss purpose of committee and clarify difference between screening and selecting; establish timeline, procedures and materials needed.
- 2) Initial screening session(s). By law, this session may be held as a "closed" meeting, if desired. Establish criteria for selecting those to interview. Use a rating form.
  - i) Review resumes/applications
  - ii) Select candidates to interview
  - iii) Develop Interview questions and rating form
  - iv) Write to those not chosen thanking them for their interest.
- 3) Interviews. Must be in an Open meeting.
  - i) Contact candidates (Committee Chair or designees)
  - ii) Establish dates and schedule and confirm with committee
  - iii) Interview and request references if not already provided.
  - iv) Ask one or more committee members to check references (using standard questions)
  - v) Provide interviewees "Conditions of Employment" packets (Job description, Personnel handbook, release form, if needed)

- 4) Select candidate(s) to recommend
  - i) In Open meeting, review rating sheets and references
  - ii) Select candidate(s) to recommend
  - iii) Submit names to Selectboard with a written report that includes an outline of the procedure used, resumes and reference checks of the finalists and any other data to aid in their review of the recommendations.

#### **SELECTBOARD RESPONSIBILITIES**

- 1) Review materials provided by the Search Committee. Decide whether or not to interview finalists at a public meeting.
- 2) Make a selection. Chairman of Selectboard, or designee, contacts the successful candidate and discusses hiring details (e.g. salary and start date).

#### **FOLLOW-UP**

- 1) Search Committee Chair, or designee, sends letters to all candidates interviewed thanking them for their interest and informing them of the outcome of the Search.
- 2) Orientation is provided for new employee.

Adopted by the Personnel Board: 10/19/1995  
Updated: 2006

*Adopted Nov. 2006*