TOWN OF SHUTESBURY

Guidelines for a Candidate
SEARCH

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

Accountant
Administrative Assessor
Town Collector
Town Treasurer
Librarian

Highway Supt.
Fire Chief
Police Chief
Town Administrator

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 RESPONSIBILITES

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

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