

## **City of Los Angeles Personnel Department Executive Recruitment Search Process**

### **Meet with Hiring Authority**

- Based on the needs of the hiring authority, the Personnel Department can request search proposals from approved executive search firms or the Personnel Department can conduct the search in-house. An executive search firm would be selected based upon their expertise, timeline and costs associated with the search. Utilizing a search firm can add approximately 3 to 4 months to the executive search process and executive search firms request a professional fee of \$25,000 - \$100,000 plus expenses. The Personnel Department will meet with the hiring authority (i.e. Office of the Mayor, city department or department commission) and other identified stakeholders, to discuss search management.
  
- Discussions include reviewing the previously used job description, recruitment brochure/job announcement, search time line, establishing communication methods and/or providing a list of previously used executive search firms to the hiring authority (if requested).

### **Develop Recruitment Brochure**

The Personnel Department or Executive Search firm will:

- Work with the hiring authority to develop the recruitment brochure/job announcement for the specific position. The recruitment brochure is the guide for the entire search process. The hiring authority provides technical information for the position.
  
- Assist the hiring authority develop a recruitment brochure/job announcement which will allow them to describe the ideal candidate with the required and desired qualifications. The hiring authority reviews the draft format and approves revisions before the recruitment brochure is published.

### **Outreach and Recruiting**

The Personnel Department or Executive Search firm will:

- Work with the hiring authority to develop an advertising campaign/recruitment plan that includes placing ads in various professional websites specific to the area of expertise being sought.
  
- Post all recruitment advertisement and provide the hiring authority with a written recruitment plan. All recruitment postings are paid by the hiring authority. The recruitment brochure/job announcement is also placed on the Personnel Department web page, as well as the hiring authority's web page (if available).
  
- Acknowledge résumés as they are received, and advise candidates of the general timing of the search process. Executive search firms will use the outreach and recruiting period to contact highly qualified leaders within the search field to advise them of the new opportunity with the City.

# City of Los Angeles Personnel Department

## Executive Recruitment Search Process

### Candidate Evaluation

The Personnel Department or Executive Search firm will:

- Review all applications to identify and evaluate those that meet the recruitment criteria and minimum qualifications. All applications received will be submitted to the hiring authority's selection committee for review prior to proceeding with interviews.
- Meet with the hiring authority to review/discuss the candidates. The candidates will be divided into four groups: Highly Qualified (HQ), Qualified (Q), Minimum Qualified (MQ) and Lacks Minimum Qualifications (LMQ). The Presentation of Candidates will include the candidate résumés.

### Conduct Preliminary Interviews

The Personnel Department or Executive Search firm will:

- Assist the hiring authority conduct preliminary interviews with the top candidates identified through screening. The interviews are designed to gain additional information about the candidate's experience as it relates to the recruitment criteria.

### Selection

The Personnel Department or Executive Search firm will:

- Assist the hiring authority with the final selection process, which includes:
  - Handling travel logistics for the top candidates;
  - Preparing interview materials;
  - Conducting complete background checks on the top candidates, including verifying education, professional credentials, Department of Motor Vehicles check, civil and criminal litigation search, and credit check.

### Search Close Out

The Personnel Department or Executive Search firm will:

- Assist the hiring authority close the search files and process final payments (for outstanding invoices) after the appointed individual has been confirmed by the required governing bodies (Mayor, City Council, and/or department commission.)

### NOTES:

- The average executive search is 3 to 4 months.
- The average executive search firm cost is approximately \$25,000-\$100,000.
- Travel and Reimbursement Procedures are provided upon notification of interview schedule.