

Boston Region MPO Administration & Finance Committee
Recruitment and Hiring Process for MPO Executive Director: Framework Options
February 14, 2023

See [Google Doc](#) with initially proposed process.

1. Before posting job, produce memo:
 - Recommend acting executive director and salary
 - Review and confirm hiring process
 - Recommend screening and interview team
 - Identify staff liaison throughout process
2. Develop job posting
 - Survey staff and board members (with support from MPO staff liaison)
 - Finalize draft job posting, time frame, posting locations, and salary range
3. Milestone:
 - Board to review memo and job posting with above recommendations and approve with majority vote
4. Post job
 - MPO staff liaison leads posting of job, in coordination with Fiduciary Agent
 - MPO staff liaison coordinates receiving and responding to applicants (Neogov)
 - MPO staff liaison shares resumes and cover letters with screening team
5. Prepare for interviews
 - Draft questions and evaluation table for first interview and submit to staff liaison for records
 - Screen applications for a list of first round interviewees
6. Carry out first interview
 - MPO staff liaison to help schedule
 - Interview, take notes, and discuss
 - Submit interview notes/evaluation form to staff liaison for records
 - Recommend final interviewees
7. Carry out second interview
 - Draft questions and evaluation table – submit to staff liaison for records
 - MPO staff liaison to help schedule
 - Interview, take notes, and discuss
 - Submit interview notes/evaluation form to staff liaison for records
 - Recommend up to 3 finalists for board interview
8. Board interviews finalists
 - Board interview
 - Deliberation and discussion
 - Final selected candidate agreed upon by board
9. Make offer / negotiations
 - Offer drafted to final selected candidate.
 - Who talks to them about the offer?
 - If not accepted, board meets to discuss 2nd choice
10. Announce selected candidate
 - Once accepted, announce selection to board members and staff

Option 1: Screening Committee + Hiring Committee	Option 2: Single Search Committee
<p>Screening Committee (MPO chair, vice chair, and chair of A&F committee or their designees) meet to discuss #1 (memo, but including makeup of Hiring Committee) & #2 (job posting).</p>	<p>MPO board confirms makeup of Hiring Committee, including: MPO chair, MPO vice chair, Fiduciary Agent, chair of RTAC, chair of A&F committee, and two municipal or subregional representatives - or any designees of those entities. Search Committee meets to designate a subset (sub-committee) to carry out #1 and #2.</p>
<p>Full MPO board discusses Screening Committee recommendations in the memo (#1) and the draft job posting after staff have also been surveyed (#2). Board votes to approve those items (#3), including appointing the Hiring Committee (which would consist of MPO chair, MPO vice chair, Fiduciary Agent, chair of RTAC, chair of A&F committee, and two municipal or subregional representatives - or any designees of those entities).</p>	<p>Full MPO board discusses Search Committee recommendations in the memo (#1), including the recommended makeup of the first and second interview from that Search Committee, and the draft job posting after staff have also been surveyed (#2). Board votes to approve those items (#3) May make adjustments to the Search Committee or the process at this time.</p>
<p>Screening Committee works with staff liaison to post job (#4). Staff liaison collects and manages applications through Neogov.</p>	<p>Search Committee works with staff liaison to post job (#4). Staff liaison collects and manages applications through Neogov.</p>
<p>Hiring Committee develops interview questions and evaluation form and submits to staff liaison for records (#5). Hiring Committee coordinates with Screening Committee, which develops second round questions and evaluation form and submits to staff liaison for records.</p>	<p>Search Committee develops interview questions and evaluation form for both interviews and submits to staff liaison for records (#5)</p>
<p>Interview Committee performs interviews, evaluates and discusses, and recommends finalists to Screening Committee to then communicate to full Board (#6).</p>	<p>Search Committee performs interviews, evaluates and discusses, and submits records and selected finalists to staff liaison (#6)</p>
<p>Select members of the Screening Committee or their designees performs the second interview, evaluates and discusses, and recommends finalists to the full board. (#7)</p>	<p>A selected subset of Search Committee performs interviews, evaluates and discusses, and submits records and selected finalists to staff liaison (#7)</p>
<p>Full Board interview with vote to select final candidate in executive session (#8).</p>	<p>Full Board interview with vote to select final candidate in executive session (#8).</p>

<p>Appointee of the Screening Committee, with approval of board, makes offer and negotiates (#9). Report back to full board and if needed, gain approval to make an offer to an alternate finalist.</p>	<p>Appointee of the Search Committee, with approval of board, makes offer and negotiates (#9). Report back to full board and if needed, gain approval to make an offer to an alternate finalist.</p>
<p>Announce selection to board members and staff (#10)</p>	<p>Announce selection to board members and staff (#10)</p>

Draft for Discussion