

**LakeComm**

Lake Consolidated  
Emergency Communications

# 6.4

## Update and Guidance on Hiring

# Executive Director Recruitment

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- **MGT (Formerly GovHR) hired for recruitment**
  - Experience with this type of recruitment
  - Regional / national reach
  - Provide analysis of salary range
  - Recommended review and interview processes
  
- **Future: Determine review team and process**
  - **Executive Board**
    - *“Recommend the hiring or termination of the LakeComm Executive Director to the Member Board.” (Bylaws)*
  - **Member Board**
    - *“Approve the hiring or removal of the Executive Director as recommended by the Executive Committee.” (Bylaws)*

# Executive Director Recruitment

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Interviews & Brochure Development	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Background Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interview Process & Additional Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

# For Consideration - Temporary Staff

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- **HR lead / specialist**
  - **Establish framework**
  - **Draft position descriptions**
  - **Draft policies**
  - **Establish processes**

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