



MEMORANDUM

To: Williston Select Board
From: Alan Gould, Bob Mercier
Subject: Recruitment Update
Date: April 1, 2020

To date, we have received resumes from 14 candidates. This is the amount of resumes we would usually expect to receive at this point in the process. Typically, the last week before the application deadline is when we receive the most resumes. These resumes were received from candidates in 11 states, including 2 from Vermont. Additionally, there were 2 candidates from PA and OH, and 1 each from IA, MA, TN, NC, MI, FL, NJ and CA. Of these candidates, 12 have Master's degrees, and 1 candidate has a Bachelor's degree.

All ads were placed between 3/11 and 3/12 in the following venues:

MRI site

ICMA

NH Municipal Association

Massachusetts Municipal Association

Maine Municipal Association

Vermont League of Cities and Towns

Rhode Island League of Cities and Towns

Burlington Free Press (in print one Sunday and 30 days online)

We have also been directly recruiting potential candidates from our extensive database and through our contacts. This will continue throughout the "open" recruitment period.

These resumes are currently being reviewed for relevant work experience and potential fit for Williston. Once the resume deadline is reached on the 13th, we will distribute essay questions to those candidates identified as top tier. We typically allow a 10 day period for the selected candidates to respond to these questions. We will narrow the field to a manageable number based upon the essay responses regarding content of the answers, grammar, sentence structure, style etc. We'll then start our preliminary checks on the candidates in preparation for the phone interviews typically conducted by two of our senior consultants which will allow us to evaluate the verbal communication skills of the candidates while asking the individuals pertinent questions about their career path, gaps

in their career work history, issues or problems they may have encountered in their careers and why they are interested in Williston.

Working with the Administration, I will conduct phone interviews with your Dept Managers this week to get their input into the type of manager and his or her style of management they feel will work best in Williston.

After scoring the essays and the phone discussions, our team will narrow the field to a number of individuals we feel warrant consideration by the appointing authority for interviews. Up to this point, all names of candidates are held in strict confidence by MRI and are not in the public domain. We will always recommend you interview a **minimum** of 3 candidates in the final interviews. These final interviews will be in the public arena.

Our team will coordinate all the final interviews of the candidates working with the town on location, time, logistical matters (travel etc.). We will be present on site to help guide the process of interviewing and can provide you with a number of questions as you prepare for the final stages of the process.

As we recommend a listing of finalists for your consideration, you will receive via e-mail all documentation from these individuals including resumes, cover letter, essay questions asked and their responses to the questions.

Once the Board decides on a candidate for the position, MRI will conduct a comprehensive background check and submit a written report to the board **before** the finalization of an employment agreement.

Finally, if requested, our consultants can help with contract discussions with the successful candidate and provide any other service you deem necessary and appropriate to conclude this engagement.

Discussion: As we all struggle with the corona virus implications, we are clearly concerned about the overall impact on this or any other municipal recruitment during this difficult time. On Tuesday, we would like to explore with the board a possible extension of the recruitment period to allow any interested Administrator/Manager some time to help their current employer through an unprecedented time for municipal officials. Through our direct contact with current professionals including Vermont Administrators we have heard there is genuine interest and excitement in the opportunity presented by Williston **but** all have stated they need to concentrate on their current communities at this point in time. These individuals have asked us to keep them in the loop on this opportunity which is a very positive sign for Williston. We would like to discuss this with you on Tuesday evening and we look forward to speaking with the Board on this important matter. Stay safe and thank you for your confidence in MRI

Alan and Bob
MRI Inc.