

Comparison of Recruitment Options

The following table compares the key activities for recruiting citizen members using a search consultant vs. the recruitment process followed by the Office of the City Clerk

| Activity | Search Consultant | OCC Recruits |
|---|--|---|
| Determine Recruitment Method | LRT Governance Board decision | LRT Governance Board decision |
| Plan Recruitment Campaign | OCC develops request for proposal -- Consultant submits proposal – LRT Governance Board decision | OCC develops recruitment plan |
| Determine Recruitment Criteria | LRT Governance Board approves search profile | LRT Governance Board approves search profile |
| Oversee Recruitment Process | OCC oversees process and Consultant | OCC oversees process |
| Advertising/Awareness | 311 Script City Website 1 Ad Insert in 1 Paper Active Search by Consultant | 311 Script City Website 16 Ad Inserts; various papers 2 Leaderboard Ads 80 30-second ads on CKER 217 Agencies notified |
| Documents prepared for Selection Committee | Consultant meets or speaks with candidates to confirm that they meet the criteria | OCC reviews documents provided by candidates for completeness of submission |
| Recommended Short List | Consultant recommends | Not Applicable |
| Selection Committee determines Short List | LRT Governance Board decision | LRT Governance Board decision |
| Contact Short Listed Candidates | Consultant | OCC |
| Process Police Checks | Consultant | OCC |
| Interview Candidates and Recommend Appointment to Council | LRT Governance Board decision | LRT Governance Board decision |
| Appointment Made | Council | Council |
| News Release Developed and Submitted | Consultant with COE Communications & OCC | OCC with COE Communications |
| Time Needed | 12 to 18 weeks | 8 to 10 weeks |
| Cost for Consultant | \$40,000 plus expenses | Not Applicable |
| Cost for Advertising | \$ 2,000 | \$18,000 |
| Total Costs | \$42,000 plus expenses | \$18,000 |
| Comments | Can normally guarantee success; often used when very specific criteria is present or when recruiting nationally; extra time is needed to hire consultant | No guarantee that qualified candidates will apply; targeted awareness is needed to mitigate this risk; normally recruiting locally |