

	GovHR	SGR
How many Town Managers have you placed?	GovHR has conducted 322 City Management recruitments (Including Town, Village, City).	Approximately 125 City/Town/County Manager & Administrator from 2017 to present. SGR was incorporated in 2002, and that number does not include placements from 2002 to 2016.
What is the longevity for those Town Managers in their places positions? Or turn-over? What is the reason the person left? Voluntary or involuntary?	GovHR tracks the tenure of all placements. 522 candidates were placed in Executive Level positions with Public Sector clients. Of these 522 placements, 119 (23%) have resigned. Average tenure of this group was 4 years. 403 candidates (77%) are still in their positions. GovHR offers a 12 month guarantee on the placed candidate. This guarantee is activated on 3% of our recruitments.	The most recent statistics we have are current as of April 2021 and as follows: <ul style="list-style-type: none"> •From hire date of January 2013 to April 2021, 123 out of 154 hired candidates were either still employed or stayed for more than 3 years. •From hire date of May 2018 to April 2021, 6 of 66 have left the position, 9%
What is the time to fill for Town Managers?	Our average process is between 90 and 120 days from start date until candidate is selected.	The projected timeline is 15 weeks from date of contract execution. Holidays may affect the timeline. The projected timeline assumes that the Town responds to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process

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What experience have you had in Colorado mountain towns like Frisco, Colorado?	GovHR has worked with the Town of Eagle and the Aspen-Pitken Housing Authority.	SGR's Colorado executive recruitment clients are listed below: Arvada, Aurora, Brighton, Combined Regional Communications Authority (Fremont County), Commerce City, Craig, Durango, Eagle County Paramedic Services, Englewood, Erie, Fort Collins Golden, Greeley, Gunnison, Lamar, Mountain View Fire Protection District, Northglenn, Vail, Wheat Ridge
How long has [company] been recruiting for Town Managers in Colorado?	Since 2017.	Since 2016
How does payment work? It is an upfront payment or is it conditional upon placement?	GovHR's payment plan is divided into 3 payments. First payment (1/3 recruitment fee) upon contract signing. Second payment upon candidate presentation (1/3 fee plus advertising expenses). Final payment upon completion (1/3 fee, plus expenses which would include any background screenings and consultant travel, if applicable).	The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.
Is any payment tied to the final wage offered?	No.	This is not something that is part of our proposal fee.
Is there a payment after the person has been in the position for X amount of time?	No.	No.

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What does recruitment and advertising look like?	<p>GovHR will provide you with a list of suggested advertising sources along with the prices associated with each advertising source.</p> <p>You will review with the GovHR consultant to determine the best outreach along with keeping the pricing in-line with the budgeted amount.</p>	<p>Some examples can be found at the links below</p> <ul style="list-style-type: none"> ☐ Sample recruitment brochures: https://www.governmentresource.com/executive-recruitment ☐ Facebook: https://www.facebook.com/strategicgovt ☐ LinkedIn: https://www.linkedin.com/company/strategic-government-resources/ ☐ Instagram: https://www.instagram.com/strategicgovt/
What if we recruit the candidate?	<p>If you find a desirable candidate, we ask that you have that candidate apply through the GovHR process and proceed with the rest of the applicant pool. We do not offer a discount if the candidate is discovered by a client.</p>	<p>The Town would refer all prospective applicants to SGR and shall not accept applications independently during the recruitment process.</p> <p>The Organization reserves the right to terminate this agreement at any time upon giving SGR seven days advanced written notice to SGR, Attn: Melissa Valentine, PO Box 1642, Keller, TX 76244 or by email to MelissaValentine@GovernmentResource.com. In such an event, SGR will be compensated for all work satisfactorily completed up to and through the date of termination.</p> <p>If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee is null and void.</p>
How does recruitment work on our job board?	<p>Client's can post the position on their internal job board as long as applications can be directed to GovHR's applicant tracking system. If the client uses NeoGov for their Applicant Tracking System, the position can be posted and applications can be turned off and directed to GovHR's ATS.</p>	<p>We would provide a link that sends applicants to our website to apply.</p>

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What is the process from now to 'go-live' with advertising?	<p>Once GovHR receives a signed contract or purchase order the GovHR Consultant will reach out to schedule a kickoff meeting. During that meeting a suggested schedule will be reviewed and drafted based on the clients needs. Stakeholder interviews will be discussed and based on the clients needs, will be scheduled. Once the job description has been reviewed, the GovHR consultant will put together a Job Announcement for client review and approval. Once approved, Advertisements will be placed. Shortly afterwards, a detailed position brochure will be finalized and approved by the client and used as a marketing piece for GovHR Outreach to candidates.</p>	<p>SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.</p> <p>SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.</p> <p>Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.</p>

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Will you work with our Town Council and Leadership team on what we are looking for?	<p>Yes, GovHR will meet with all Stakeholders identified by the client contact team at which time the GovHR Consultant will schedule meetings to interview the Stakeholders. It is very important that GovHR speaks with and obtains the appropriate knowledge of what the client is looking for in their next Town Manager. A survey of the organization staff can be conducted to receive feedback. GovHR can set up a dedicated email address for feedback from staff and the community. GovHR can conduct Community Forums and Community Surveys for a small additional fee.</p>	<p>Yes, see above.</p>
What is the recommended 'short-list' for qualified applicants the Town of Frisco will interview?	<p>We will present the top group of qualified and mostly qualified candidates. It is difficult to quote a number of applicants but we would anticipate anywhere between 10 and 20 candidates. We will assist the Town with narrowing this group down to a smaller group for interviews of 3-6 candidates.</p>	<p>Search Committee Briefing / Selection of Finalist Candidates Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.</p>

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Will you assist with interview schedules?	Yes, GovHR will be present for the interviews, assist with scheduling and provide interview questions and guidance on the best practices for candidate interviews.	Yes
What does pre-screening look like?	<p>The GovHR team will review all applicant information that has been received. Qualifications for the position will be compared with each applicant's skills to determine the most qualified candidates. A pool of qualified (and closely qualified) individuals will be established. An in-depth Google/Internet search along with a social media search will be conducted on the most qualified candidates. Each candidate will receive a questionnaire along with an in depth Zoom interview with the GovHR Consultant where the Consultant will verify the candidates qualifications against their resume, ask important questions, and observe the candidate's speaking and presentation skills. Once the interview is conducted with the entire group, a candidate presentation will be given to the client team.</p>	<p>SGR has a 9 step method:</p> <ul style="list-style-type: none"> #1: Organizational Inquiry and Analysis #2: Advertising and Marketing, communications with Applicants and Prospects #3: Initial Screening and Review #4: Search Committee Briefing / Selection of Semifinalist Candidates #5: Evaluation of Semifinalists Candidates #6: Search Committee Briefing / Selection of Finalist Candidates #7: Evaluation of Finalist Candidates #8: Interview Process #9: Negotiations and Hiring Process <p>Full details can be found on pages 6-11 of the attached proposal</p>