

WORKING WITH A SEARCH COMMITTEE

Sometimes a search is burdened and slowed down with an extra process, but sometimes for very good reasons. And so this story begins...

Our client was an organizational consultant with a relationship to a trade association. The association had asked the consultant to help them find a replacement for their retiring executive director. The consultant knew what she knew, and search was not it, so she called us to help.

The association put together a search committee. We knew that the communication between the consultant and the committee was crucial. As it turned out, the consultant did her job and more. The search was such a success that the association hired a new executive director from our search and, when we last talked, was considering creating a position for a second candidate we had found for them.

The search specification was the product of the search committee, guided by the consultant and our team. But developing the specifications was not just dropping in to someone's office and chatting about the job. We prepared formal documents regarding the qualifications and submitted them for review, as we did for the search strategy as well as the candidates.

Each time we needed a decision from the search committee, the consultant built consensus privately, floating a suggestion to each member individually. By the time the meetings took place, consensus was nearly formed.

When it was time to present candidates...they had all been interviewed by our team and the consultant...we prepared bound books for each committee member. Included were resumes, profiles, reference checks and other supporting material. We presented the books to the committee, walking them through each candidate's background and facilitating a discussion.

With the consultant, the committee interviewed all four candidates, discussing each after each interview and then again at the end of the day.

We had many different clients to delight, and delighted they were. A well planned and meticulously executed strategy, including extensive and considerate communication, were the keys to success.