



Town Attorney Selection Process

April 29, 2020

Decision Points

- Authorize the Mayor to execute a contract with Developmental Associates
- Approve a process for recruiting community members to participate in the Town Attorney assessment center
- Select three Council Members to recommend community members to the full Council (May 6)



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Town of Chapel Hill
Town Attorney Selection Process

Presentation to Council
April 29, 2020

Presented by Steve Straus and Heather Lee

Steps to Select the next Town Attorney

1. Solicit stakeholders to understand the position, the community, and the organization
2. Use multiple methods to recruit candidates
3. Identify candidates who meet minimum and preferred qualifications in primary screening
4. Solicit evidence from candidates of accomplishments in secondary screening
5. Evaluate candidate skills
6. Select candidate for the position



Step 1: Understanding the Position, the Community, and the Organization

- Conduct interviews with staff to be able to create the ad
- Survey Council and Community in order to create evaluation tools



Step 2: Multi-Method Recruitment

- Post Ads
 - General Management (e.g., League of Municipalities)
 - Professional Trade Associations (e.g. NC Bar, NC Association of Municipal Attorneys)
 - Job Sites: Governmentjobs.com
- Target Candidates
 - Direct contact with candidates in NC
 - Listserves



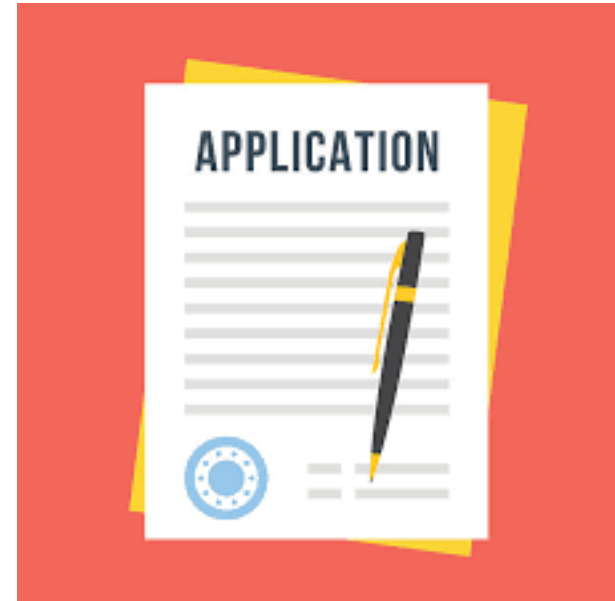
Step 2 Continued: Application Portal

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- Over 6000 Municipal and Local Government Customers Nationally and over 14.5 million candidate profiles accessible via governmentjobs.com
- “Apples to apples” comparison as no two resumes are alike
- Fine tunes and saves time in the screening process by establishing custom weights for minimum and preferred qualifications
- Saves time by honing in on most qualified applicants to allow use of advanced screening

Step 3: Application/ Primary Screening

- Applicants must answer structured questions about minimum and preferred qualifications and scope of responsibility
- Candidates are “ranked” by the percentage of how well their qualifications match the minimum and preferred requirements
- Council reviews data and advances up to 15 candidates to next level of screening.



Step 4: Secondary Screening

- Four activities to provide evidence of their experience
 - Essay survey questions
 - Structured telephone interviews
 - Emotional Intelligence Skill Assessment
 - Preliminary background - Google name / media search
- Council reviews the data and identifies 4-6 candidates to invite to skill assessment phase.



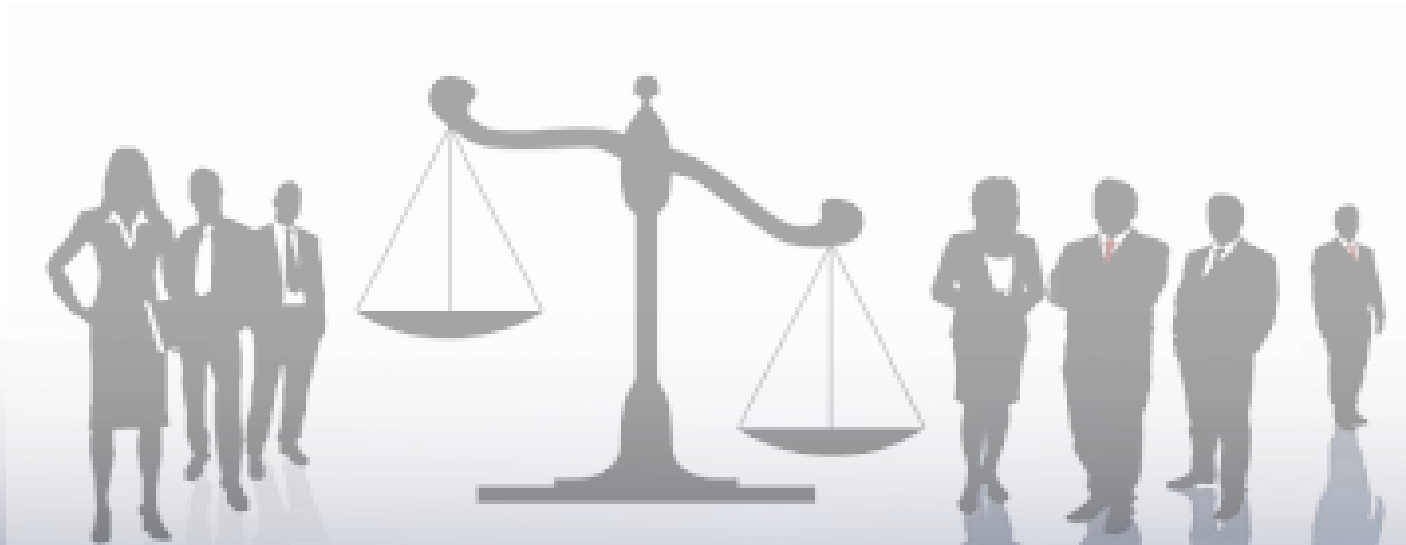
Step 5: Evaluation of Skills

- Identify exercises that simulate the position
- Identify objective and specific rating criteria
- Train raters who are “subject matter experts” – they know the job/community
- Evaluators provide feedback to the Council on candidate performance
- Combine the findings on each candidate with their EQi 2.0 profile
- Ensures more depth and breadth of information



Step 6: Final Steps

- Council interviews top 1-3 candidates (depending on the results)
- Make a Conditional Offer of Employment
- Conduct intensive background investigation



“Experts in the field of Emotional Intelligence to enhance individual and organizational performance



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Community Member Appointment Process

1. Staff solicits applications from community members (2-week application period)
2. Council Committee reviews applications
3. Council Committee recommends 3-5 community members to Council
4. Council appoints community members to participate in the assessment center

Recommendations

- Adopt resolution **R-2** authorizing the Mayor to execute a contract with Developmental Associates to search for a Town Attorney
- Adopt resolution **R-3** approving a process for recruiting and selecting community members to participate in the Town Attorney assessment center
- Appoint Council Committee at May 6 special meeting