



HUMAN RESOURCE SERVICES

Executive Search and Selection Services

Date: January 14, 2021

Prepared for: Spokane Regional Transportation Council's Search Committee

SERVICES PROPOSAL FOR EXECUTIVE SEARCH AND SELECTION FOR
SPOKANE REGIONAL TRANSPORTATION COUNCIL

OUR HUMAN RESOURCE APPROACH

There are several compelling reasons why Spokane Regional Transportation Council (SRTC) will benefit from working with Associated Industries (AI) in the recruitment for the Executive Director position. The advantages of working with our organization for your Human Resources needs includes the quality of our work, our hands-on approach, and the experience and knowledge of our staff; producing results your organization.

VALUE OF OUR SERVICES

AI will provide the following value to SRTC's executive recruitment and selection:

In-depth Human Resource Expertise. As you set out to identify the best candidate for your organization, our Human Resources Team has the knowledge, industry background, and skillset to provide support and guidance throughout the entire search and placement process.

Excellent Service. We pride ourselves in customizing our services to meet our clients' needs. Our commitment to your success guarantees our work is of the highest quality. We strive to provide the best service to our clients by maintaining open communication, use of modern technology, and executing industry best practices throughout the engagement with your organization and applicants.

Personal Approach. Your organization and its culture are unique; therefore, the ideal candidate should reflect your values and your long-term goals for your organization. Our Human Resources Team at Associated Industries is heavily involved in each phase, by helping your organization develop a compensation package and job description for the position, all the way through to assisting you in finalizing the offer letter and welcoming the new professional to the organization.

A Localized Focus. SRTC is rooted and invested in the Inland Northwest. The location of STRC's workplace is critical in a search for filling any role, but it is a special aspect that must be attended appropriately when pursuing an Executive Director candidate to be the face and leader of the organization. We at Associated Industries provide services across the entire Northwest region, but our roots, history and primary investments are based in the Inland Northwest. Similar to SRTC, we pride ourselves on being in and from the Spokane-Metro area. We are able to speak to our region's climate, beauty and community setting. We believe this is a key value that many other search firms cannot easily speak to accurately and genuinely.

OVERVIEW OF THE EXECUTIVE SEARCH PROCESS:

To find the best qualified candidates who will also be the best match for the **SRTC**, Associated Industries (AI) will coordinate and oversee the recruitment and selection process through the following steps/timeline as we work together in pursuit of the next **Executive Director of SRTC**.

Step 1 – Position and compensation review:

Week 1

- AI will schedule an introductory conference call with the Search Committee to discuss the schedule and learn about the committee's requirements, preferences, and interests for the executive search.
- AI will prepare a final job description, along with performing a compensation review for the committee to review (an update to the previous 2019 market data collection).

Step 2 – Placing ads (local, region, and nationwide) & talent outreach:

Week 2 - 4

- This will be a national search to be advertised throughout the country, with a primary focus on the northwest region. AI will write the ads, the Search Committee will provide a list of recruiting sources, and AI will make additional job announcement posting suggestions. Once approved by the Search Committee, the ads will be placed. (Please note: AI policy requires all job advertisements to be pre-paid in advance of postings. AI does not mark-up job advertisement costs, but does ask for prepayment to cover this expense).
- AI will use the search committee and AI's network to identify and seek out potentially talented and qualified contacts to discuss the opportunity with, working to garner talented individuals' interest and formal application for the role.
- AI will prepare and distribute information about the position, the organization, and the area to potential applicants to increase interest in the role with **SRTC**.

Step 3 – Preliminary screening:

Week 4 - 5

- AI will interview qualified candidates over the phone using prepared interview questions and a scoring sheet (to be approved by the Search Committee). AI will narrow the list of qualified candidates for the Search Committee to review following this first interview round. Often, a second phone interview is needed to further clarify skills and experience. This is included in this round and will be conducted by AI.

Note: If the pool does not contain sufficient candidates who meet the qualifications for the position the Search Committee is looking for, AI will re-run the ads and look to other venues for placement of the ad. (Additional ad placement fees may apply.)

Step 4 – Plan interviews and assemble / distribute interview packet information:

Week 6 - 7

- Following discussion and gathering the committee's feedback and selections, we will schedule and facilitate the committee / panel interviews with chosen candidates. This includes preparing the interview location and setup (physical location, or video conferencing), ensuring all participants are prepared and have resources needed to participate.
- AI will draft interview questions for the approval by the search committee.
- Prior to the committee interviews, AI will prepare and assure that each member of the interview team receives an interview packet. This will include each candidate interviewees' information, summary of initial interview, and interview questions.
- AI will provide a brief presentation and materials to guide the committee on best practices and compliant interview practices.
- Documentation of candidates' interview responses will be gathered (in brief, not verbatim accounts), for SRTC's recruitment file and the committee's discussion purposes.

Step 5 – Finalist Interviews:

Week 8

- Candidates will be interviewed by the Search Committee (and others the Board desires to have included). In preparation for this, AI will schedule and facilitate the final interviews, prepare and assure that each member of the interview team receives an interview packet. This will include each candidate interviewees' information, summary of initial interview, and interview questions.
- AI will provide a brief presentation and materials to guide the committee on best practices and compliant interview practices.

- Candidates will be provided with an introductory interview packet including, a brief formal list of participants for their final interview, an outline of any specific exercise or request the committee has for the candidate to prepare in advance of the interview, SRTC’s introductory brochure and the Executive Director job description.
- Documentation of candidates’ interview responses will be gathered (in brief, not verbatim accounts), for SRTC’s recruitment file and the committee’s discussion purposes.

Step 6 – Selection

Week 8-9

- AI will facilitate the committee/board discussion following finalist interviews to discuss candidates’ qualifications and identify the successful candidate.
- AI will provide a drafted offer letter to the committee to revise and finalize, for presenting the offer of employment.

Step 7 – Background screening on selected candidate:

Week 8-9

- AI will check references, criminal history, education verification and credit report (upon request), for the final candidate.
NOTE: This does require an account to be set up by SRTC.

Step 8 – Final candidate is presented with job offer by SRTC Board of Directors:

Week 9

- We will coach and support the SRTC contacts on how to communicate the job offer, and what to plan for / expect during these discussions with the selected candidate.

Step 9 – Finalist Rejections

Week 9-10

- AI will notify all other applicants that they have not been selected once the offer is accepted.

LOGISTICS AND PRICING

The price for the project as described above is \$13,500*. This fee will be paid in three installments. \$4,500 is due upon acceptance of the project. \$4,500 will be due upon selection for final interviews (completion of step 4). The balance is due upon acceptance of employment offer by final candidate.

Costs for advertising and any travel and lodging for the candidates are not included in the fee listed above. Advertising costs (must be paid in advance) will not exceed \$3,000 without specific approval. Costs for background checks are not included in the fee listed above.

Payment is due upon receipt of each invoice for completed services. If the scope of the project changes dramatically, we will alert you to any additional charges before proceeding.

*These fees are guaranteed for six months from the date of this proposal and reflect an AI member discount of 20%.

CLOSING

If the project outlined in this proposal meet with your approval please let us know and we will prepare a Statement of Work and Master Service Agreement.

If you have questions, please give me a call at (509) 777-2642. We look forward to working with you!

Kind regards,

Ryan R Callan, MS, SHRM-SCP

Senior HR Advisor

Associated Industries