



City of Indianola, Iowa

Recruitment Services

Charlene Stevens, Senior Vice President

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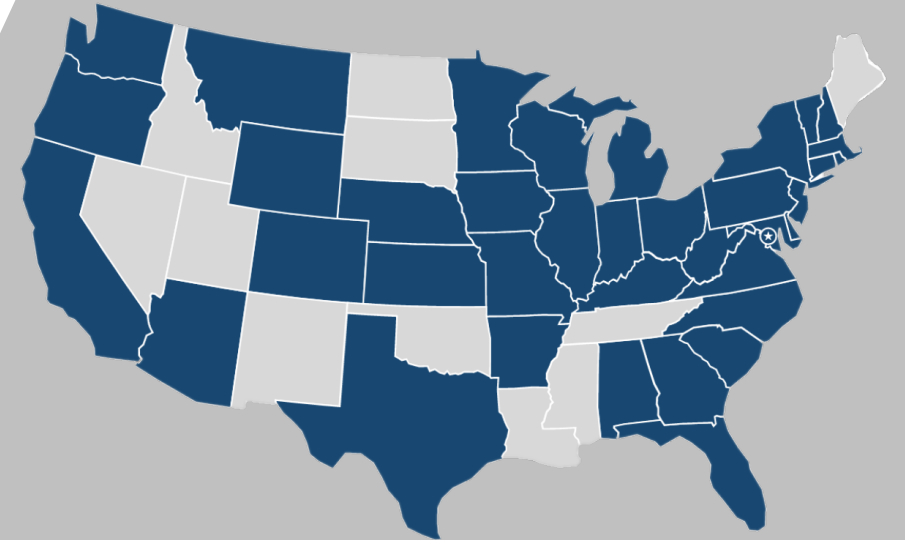
Our Philosophy

- **Service** – We are your partner throughout the process.
- **Integrity** – We deliver our services thoroughly, on time, and professionally. We encourage you to talk with any of our previous clients.
- **Trust** – We provide you with our honest assessment of candidates.
- **Respect** – We are well regarded in both the local government and executive recruitment professions, bringing credibility to your process.



Our Experience

- **Consultants are located in Arizona, Florida, Illinois, Indiana, Georgia, Michigan, Minnesota, Ohio and Wisconsin, giving us national expertise and contacts.**
- **Since 2009, GovHR USA has been engaged to conduct approximately 800 recruitments in 41 states.**



GovHR USA
GovTEMPS USA

28% of our Clients are repeat customers, and of those repeat customers, 46% have conducted more than two recruitment processes with GovHR.

Our Consultants (20) bring a unique combination of experience in executive recruitment and in serving as managers in all disciplines of local government.

Our Experience



Out of 286 placements we tracked; 89% of candidates remain in their position.

Only 11% or 31 had left their position and the average tenure was 3.5 years

Our Experience



Iowa Experience

- **Bondurant** – City Manager, 2017
- **Burlington** – City Manager, 2011
- **Knoxville** – City Manager, 2021
- **Newtown** – City Administrator, 2016
- **Muscatine** – City Administrator, 2020
- **Washington** – City Administrator, 2011
- **Webster City** – City Manager, 2016
- **West Liberty** – City Manager, 2013
- **Windsor Heights**- City Administrator, 2019





Our Tailored Process

- **Organizational and Position Assessment**
 - Understanding of challenges, opportunities, organizational culture and expectations is critical to success.
- **Development of Recruitment Brochure**
 - Detailed Recruiting tool that is widely e-mailed and posted on our website.



Our Tailored Process

- **Candidate Outreach & Recruitment**
 - Place position announcement on social media and on professional websites including ICMA.
 - Outreach to potential candidates using email, telephone calls and personal contact, including those recommended through outreach.
 - Development of 500+ email database specific to the recruitment.



Our Tailored
Process

- **Complete Process Coordination**
 - Acknowledgement and management of candidate applications and submitted materials.
- **Initial Screening**
 - Screen/review all applicants matching credentials with criteria in recruitment brochure.



Our Tailored Process

Due Diligence

- Live Video Interview with prospective candidates.
- Conduct background inquiries and reference calls.
- Search internet and all social media sites for news stories and posts on Twitter and Facebook pertaining to candidates.
- One-way recorded video interview to share with you electronically at your convenience.

Prepare and Present Report

- Identification of semi-finalists for interview consideration. Report on interviews and references.



Our Tailored Process

- Facilitate selection of finalists for interview.
- Arrange for additional background inquiries prior to interview.
 - Criminal, credit, motor vehicle and educational verification.
- Prepare interview questions and procedures for review, editing and comment.
- Facilitate final interviews and selection, ensuring the client has the information needed to make a final decision.
- Aid in negotiation of contract, if desired.

The background features several concentric, curved lines in shades of gray, some solid and some dashed, creating a sense of motion and depth. A blue speech bubble shape is positioned on the left side, containing the text.

Our Commitment to Diversity

- New partnership with NFBPA's consulting arm, i4x
- Support of ELGL, NFBPA, LGHN, LWG, Civic Pride.
- Utilization of advertising sources that focus on underrepresented groups.
- Extensive personal outreach.
- Review all application materials, no key word searches.

The Path to Success



Success requires a partnership between GovHR USA and the Client.



We are known for our process, approach, network and record of our guarantee.



We are known for our commitment to diversity.



We are known for our commitment to communication.

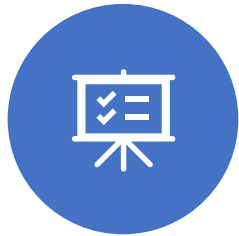


We are known for our commitment to the profession of local government management.

Our Commitment - Communication



ACCESSIBLE THROUGHOUT THE
PROCESS – VIA TELEPHONE,
EMAIL AND/OR VIDEO CALL.



MAINTAIN REGULAR CONTACT
WITH OUR LIAISON(S) TO
PROVIDE REGULAR UPDATES
THROUGHOUT THE PROCESS,
IN ADDITION TO ESTABLISHED
MILESTONES.



PROVIDE REGULAR STATUS
UPDATES AS REQUESTED.



FOLLOW-UP WITH
CANDIDATES.



Our Commitment - Profession

WE PROVIDE COUNSELING SERVICES TO ANYONE WHO REQUESTS IT FOR NO CHARGE – INTERVIEW ADVICE, RESUME REVIEW – INCLUDING MANAGERS IN TRANSITION.

WE OFFER SESSIONS FOR MOCK INTERVIEWS AND RESUME REVIEWS DURING STATE ASSOCIATION CONFERENCES FOR NO CHARGE – ILCMA, WCMA.

WE REGULARLY PRESENT AT NATIONAL AND STATE CONFERENCES ON A VARIETY OF TOPICS – ICMA, STATE CONFERENCES IN IOWA, ILLINOIS, NORTH CAROLINA, OHIO AND WISCONSIN.

WE WORK TO PROMOTE WOMEN AND DIVERSITY IN THE PROFESSION.



Reasons to Consider GovHR USA

Depth of experience in executive recruitment throughout the United States.

Extensive outreach component to recruitment and selection process including information gathering at process outset and utilization of social media for candidate outreach.

Over 6,000 visits to our Career Center each month.

Knowledge of and commitment to diversity, communication and professional local government management.

Our excellent reputation for a thorough and professional process.

Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding* and indicate that they plan to use our services or highly recommend us in the future.

Our Guarantee



We stay with you until you have selected the ideal candidate.

- We will search for additional candidates if necessary – no additional consultant fee.

We offer a one year guarantee for our candidates.

- No consultant fee for a new search, only expenses.

Thank you!

We hope to have the opportunity to work with
you!

