



**Hillsborough TPO**  
Transportation  
Planning Organization

# Recruitment Steps and Options

TPO Executive Director Search Process



planhillsborough.org

# Today's Talking Points

- Typical recruitment process – and Policy/Board involvement
- In-house or out?
- Considerations for recruiting for an MPO
- Next steps



# Typical Recruitment Process

- 1) Draft a timeline, job announcement, and evaluation criteria; identify stakeholders
  - Policy Committee review?
- 2) Post job and reach out to candidates
  - Consider DEI
- 3) Initial screening of resumes: basic qualifications
- 4) Evaluate candidates against criteria

(cont'd)



# Typical Recruitment Process (cont'd)

- 5) Select candidates to interview; assign interviewers - [Policy Committee? Additional members of the Board?](#)
- 6) Conduct interviews with semi-finalists
- 7) Recommend finalists to TPO Board - [Policy Committee?](#)
- 8) TPO Board interviews finalists
- 9) Offer made and negotiations begin



# In-house or out? Options:

- Have Plan Hillsborough HR Manager lead the executive search
- Hire an outside consulting firm to lead the executive search and in-house HR Manager acts in a coordinator role



# In-house or out? Considerations:

- An outside consulting firm's fees range between \$24k-\$38k (HART spent \$21k in 2020)
- Procurement of an outside firm may add 2 months to the timeline
- An outside consulting firm may have further national reach & appearance of being "unbiased"
- In-house HR knows the organization and has experience conducting national searches



# Considerations for Recruiting for an MPO

- Invite TPO member organizations to be a part of the selection process in an advisory/non-scoring capacity (i.e., local government representatives, host agency executive director)
- Provide opportunity for finalists to tour the office & meet the staff in an informal setting
- Allow staff to propose interview questions for Policy Committee's consideration, especially in relation to federally- or state-required MPO planning tasks as well as coordination with host agency's required planning tasks



# Next Steps

- Discuss and provide direction regarding Policy Committee's desired involvement
- Make a recommendation to the Board regarding whether to set aside funds for a consultant

