

PENNSYLVANIA BAR ASSOCIATION JOB SEARCH CHECKLIST

- Form a Search Committee that is representative of the organization and include the officers;
- Identify chair(s) of the Search Committee and have all members complete a confidentiality/operations agreement;
- Review, develop and update the E.D. position description, confirming that it is consistent with the actual duties and responsibilities;
- Determine the qualifications for the position including whether a law degree is required, preferred or not;
- Outline key terms of the E.D. employment contract (this may be limited to the officers);
- Utilize a third party to post the position and receive resumes (we used an HR consultant – they were the sole contact with the applicants);
- Use a subset of the Search Committee to complete the initial screening (we had the officers screen) and identify by consensus the applicants to be interviewed;
- Develop a set of standard questions to be used in all interviews;
- Conduct orientation and training of all members of the Search Committee – focus of interviews must be on the job duties and responsibilities;
- Use the third party to contact candidates to be interviewed and schedule interviews;
- Develop a scoring/comment sheet for all members of the Search Committee to use during the interviews;
- Conduct first round of interviews by zoom or in person;
- Discuss the candidates' interviews immediately after the interview and at the end of the day;
- In the event there are multiple days of interviews, meet again after all the interviews to rate and determine the candidates that proceed to the next round of interviews;
- Collect and properly discard (shred) the score sheets;
- Use the third party to contact the applicants and coordinate the second set of interviews;
- Conduct the second round of interviews in person and follow same procedures;

- Select first choice for the position and back up candidate;
- Officers meet with and extend offer to candidate and follow up with proposed written contract;
- Finalize agreement;
- After agreement is signed, use the third party to contact the applicants not selected to thank them for their interest.
- Provide 2-3 months if possible for incoming E.D. to shadow current E.D.;
- Schedule traveling town halls/meetings (in person/zoom) to introduce and connect new E.D. to constituents of the association;
- Provide a six month feedback session;
- Conduct annual evaluations.