

Recruitment and Selection of a President & CEO

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POLICY

The NBCC Board of Governors (the Board) is responsible for the recruitment and selection of a President and Chief Executive Officer (President & CEO).

PROCEDURE

The following procedures outline, in general terms, the process that should normally be followed by the Board when recruiting, selecting and hiring a President & CEO for NBCC.

1. SEARCH COMMITTEE

- 1.1** The Board will appoint a search committee (Search Committee), consisting of the Board Chair, the Vice-Chair, the HR Committee Chair and, if required at the discretion of the Board, any other Board members at that time, plus any other former/past Board members as determined by the Search Committee. The Search Committee will be supported by an executive search agency/consultant (External Search Firm). The Board will instruct the Search Committee of any specific processes to be included in the selection and hiring of the President & CEO.
- 1.2** The Search Committee shall periodically report to the Board and other College constituents as deemed appropriate. Communication shall be limited to identifying the stage of the process and accomplishments to date and shall not breach confidentiality.

2. SELECTION OF AN EXTERNAL SEARCH FIRM

- 2.1** The Search Committee, with the support of Human Resources as needed, shall contract the assistance of an External Search Firm with subject matter expertise to support the recruitment and selection process.
- 2.2** Selection of an External Search Firm shall follow NBCC's policies and procedures governing procurement and contracting of services.

3. ROLE OF THE EXTERNAL SEARCH FIRM

The External Search Firm will assist the Search Committee to:

- 3.1** Develop a position profile and selection criteria;
- 3.2** Implement the recruitment and selection process;
- 3.3** Identify and recruit candidates who meet the selection criteria;

3.4 Conduct reference checks as required; and

3.5 Present, where appropriate the successful candidate to the Board.

4. RECRUITMENT AND SELECTION PROCESS

4.1 Position Profile and Selection Criteria

The Search Committee will review and finalize the position profile for the President & CEO's position and use this to develop recommended selection criteria and weightings. The selection criteria and respective weightings will be the basis of evaluating the merits of all candidates.

4.2 Board Approval of Selection Criteria And Weightings

To ensure the Board is appropriately informed and engaged in the selection of the President & CEO candidate, the Search Committee will present its selection criteria with respective weightings to the Board for discussion and approval, prior to initiating the search.

4.3 Advertising and Initial Screening

4.3.1 The External Search Firm shall ensure that the position is properly advertised.

4.3.2 The External Search Firm shall provide the Search Committee with a list of qualified candidates based on initial screening.

4.3.3 With the assistance of the External Search Firm, the Search Committee shall further examine the list and develop a short list of candidates that will be interviewed.

4.4 Interviews

4.4.1 The Search Committee shall conduct the interviews and coordinate the administration of any additional assessments such as psychological testing.

4.4.2 In collaboration with the Search Committee, the External Search Firm shall assist in the development of appropriate questions. The interview questions shall be prepared in advance and shall be used for all candidates.

4.4.3 The Search Committee shall determine the successful candidate and present their recommendation to the Board.

4.4.4 Prior to the final decision, the External Search Firm shall conduct reference checks and report to the Search Committee or if required to the entire Board.

4.4.5 The Board shall approval the final candidate selection.

4.5 Communication with Candidates

The External Search Firm will stay in contact with all candidates and advise them of their status during the process. NBCC will ensure the privacy and confidentiality requirements for

communication with all applicants is strictly protected. All communication with the candidates will be undertaken through the office of the External Search Firm. There will be no direct communication between any applicant and any NBCC office, employee or member of the Search Committee.

5. TERMS AND CONDITIONS OF EMPLOYMENT

- 5.1** The Search Committee will ensure that reliable and adequate information is available for their consideration regarding the appropriate range of compensation, benefits, perquisites and other terms and conditions of employment for comparative positions in other jurisdictions and/or any salary or benefit limitations imposed by New Brunswick government regulations.

6. GOVERNMENT REVIEW/APPROVAL OF COMPENSATION (WHERE APPLICABLE)

- 6.1** Sections 15(2) and 15(3) of the *New Brunswick Community Colleges Act* state that the President & CEO remuneration shall be established by the By-laws of NBCC which must be approved by the Lieutenant Governor In Council.
- 6.2** NBCC By-Law 22(1) states that the remuneration and benefits of the President & CEO will be competitive with, but not lead, those provided for similar work, i.e. a Deputy Minister of the Province.

7. EMPLOYMENT OFFER AND NEGOTIATIONS

- 7.1** A highly confidential process of negotiations will be used to reach mutually acceptable terms and conditions of employment that are consistent with those pre-approved by the Board.
- 7.2** The Board Chair and/or Chair of the Search Committee will secure a legal review of the final offer of employment before presenting it to the preferred candidate.
- 7.3** A confidential final offer of employment will be extended to the preferred candidate by the Board Chair and/or Chair of the Search Committee, either directly or through the External Search Firm.

8. COMMUNICATIONS

- 8.1** Upon final acceptance of the offer of employment by the preferred candidate, the Chair of the Search Committee will advise the Board. Prior to broader communication, the Board Chair will notify the Minister of Post-Secondary Education, Training and Labour and NBCC's Senior Executive Team. Shortly thereafter, email notification will be sent to NBCC's College Leadership Team and subsequently, to the entire College community and external stakeholders.
- 8.2** The External Search Firm will also ensure appropriate communication with other short-listed candidates as soon as possible.
- 8.3** A news release should also be prepared and distributed as soon as possible following internal and candidate communication.

9. SPECIAL EVENT TO WELCOME THE PRESIDENT & CEO

An informal reception to introduce the new President & CEO to both staff and the Board will be held at the earliest opportunity following the selection.

10. DE-BRIEF THE PROCESS

The Selection Committee and External Search Firm will hold a de-briefing session to identify strengths and challenges of the process used to recruit, select and hire the President & CEO. These should be recorded, reported to the Board, used to amend the current policy, and filed for future reference when filling other NBCC senior manager positions.