



Thursday, December 20, 2018, 11:00 AM
9215 N. Florida Ave., Tampa, FL

Special Board of Directors Agenda

- I. **Welcome and Roll Call**.....Sean Butler, Chair

- II. **Public Comments**

- III. **Approval of Incoming CEO for CareerSource Tampa Bay** Page 2

- IV. **Adjournment**





Action Item
Approval of Incoming CEO
for CareerSource Tampa Bay

The action needed by the Board is to consider the recommendation from the Executive/CEO Search Committee on the appointment of the incoming CEO for CareerSource Tampa Bay.

A detailed information regarding the search process is enclosed.

CareerSource Tampa Bay CEO Search Process 2018

My Benefit Partners was retained by CareerSource Tampa Bay's Board of Directors as a Human Resources Consultant to manage and facilitate the Chief Executive Officer (CEO) search and recruitment process for the CareerSource Tampa Bay CEO Search Committee.

The My Benefit Partners team included:

Teri Morrow, Principal

Nathan Dundes, Principal

Kristyn Brendle, Consultant

The CEO search began with the CEO job description being drafted by My Benefit Partners, which was then submitted to the CEO Search Committee for review and final approval.

Upon final approval by the CEO Search Committee, the CEO job description was posted to multiple online job boards, including Employ Florida, Indeed, and Monster.

My Benefit Partners received and reviewed 314 applications and/or resumes that were submitted by candidates.

Of the 314 applications and/or resumes that were submitted, My Benefit Partners identified 43 candidates that met the minimum qualifications.

My Benefit Partners conducted a 30-minute telephone interview with each of the 43 candidates over the course of 3 business days. The telephone interviews consisted of 19 questions and a scoring matrix that were drafted by My Benefit Partners and approved by the CEO Search Committee. Each of the 43 candidates was asked the same 19 questions and was scored using a scoring matrix.

After the 43 telephone interviews were completed, My Benefit Partners then completed a scoring analysis, identified the top 15 candidates that scored the highest, and submitted the analysis to the CEO Search Committee.

My Benefit Partners submitted the top 15 candidates' applications/resumes, telephone interview notes and scoring matrices to the CEO Search Committee for their review.

Each member of the CEO Search Committee reviewed those top 15 candidates and forwarded his or her top candidate selections to My Benefit Partners.

My Benefit Partners calculated the committee member selections and created an analysis of the top candidates, as selected by the CEO Search Committee.

My Benefit Partners presented the top candidate selection analysis to the CEO Search Committee for their review and discussion. During the meeting, the CEO Search Committee unanimously agreed to bring in the top 6 candidates for a face-to-face interview with the CEO Search Committee.

My Benefit Partners drafted 13 questions and a scoring matrix for the face-to-face interviews that were reviewed and approved by the CEO Search Committee.

Over the course of 2 days, the CEO Search Committee with My Benefit Partners interviewed all 6 candidates face-to-face. After the interviews concluded, the committee reviewed their notes, discussed each candidate thoroughly, and selected their top 2 candidates.

The top two candidates were asked to complete an Omnia profile assessment. My Benefit Partners contacted both final 2 candidates to set up the Omnia assessment and scheduled a deadline date for them to complete the Omnia assessment.

Once the Omnia assessments were complete, My Benefit Partners presented the results to the CEO Search Committee for their review. After discussion, the CEO Search Committee unanimously chose a final candidate to be presented to the full Board of Directors for their approval.