



TOWN OF DEERING
762 Deering Center Road
Deering, NH 03244

Police Chief Recruitment Advisory Committee
Thursday January 9, 2020

AGENDA

Meeting call to order 6:00pm

Resources:

- Job Description
- Advertisement
- Salary comparison
- [ICMA Selecting a Police Chief: A Handbook for Local Government](#)
- Primex Police Chief Recruitment Search Pre-Session Worksheet

Facilitated discussion with Toni Flewelling, Primex Member Services Consultant

Guidelines for Advisory Committee:

- Establish Chairperson and Secretary
- Confidentiality (RSA 91-A)
- Role
- BoS is hiring authority

Preparation:

- Critical issues the new position will face
- Potential roadblocks to smooth transition
- Essential knowledge, skills, and abilities necessary for the position
- Behaviors and attributes sought for the position
- Qualifications of the ideal candidate
- Outline timeline and process strategy including key dates and deliverables
- Tools: sample forms, resume/interview review forms, do and do-not ask questions, sample questions

Recruitment:

- Discuss current recruitment efforts and identify other opportunities
- Discuss executive search recruitment consultants such as Municipal Resources Inc. (MRI), Primex and others

Process strategy:

- Candidate evaluation
- Interview questions
- Interview process
- Scheduling
- Recommendation to BoS

Candidate Evaluation:

- Motion to enter non-public session RSA 91-A:3, II(b) The hiring of any person as a public employee
- Return to public session

Set date and time for next meeting

Adjourn

Please be aware the Advisory Committee may or may not vote to enter one or more non-public sessions under RSA 91-A:3 II(b)