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# Executive Recruitment Services for Indianola, Iowa

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## INTRODUCTION

# Baker Tilly's Public Sector Executive Recruitment

One of the largest firms specializing in public sector searches

Our strengths:

- Unique interactive process
- Experienced, participatory and energetic approach
- Internal standard of exceeding your expectations
- Compliance with state and local laws
- Conducted over 1,500 successful recruitments
- Full-time, highly experienced professionals



# Public Sector Executive Recruitment Team



Sharon Klumpp  
Director  
Saint Paul, MN



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Plano, TX



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Plano, TX



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Sr. Recruitment Analyst  
St. Paul, MN



Anne Lewis  
Director  
Tysons, VA

**SEARCH PROCESS OVERVIEW**

# Task 1 - Recruitment brochure and recruitment strategy

- Understand the City's needs and strategic direction
- Meet with commission members, designated staff, and key stakeholders as directed
- Develop recruitment brochure
  - Desired capabilities
  - Professional leadership opportunities
  - Salary and benefits
- Develop a recruitment strategy



**CITY MANAGER**

**CITY OF INDIANOLA**

 **bakertilly**

PUBLIC SECTOR EXECUTIVE RECRUITMENT



## SEARCH PROCESS OVERVIEW

# Task 2 - Recruitment and outreach

- Advertising
  - Member of ICMA and National Forum for Black Public Administrators
  - Internal database of over 15,000 public administrators
- Aggressive recruitment and direct contact with prospective candidates
- Outreach to diverse candidates
- Interactive searchable applicant database
- Periodic search updates

**bakertilly**

### PROJECT STATUS REPORT

CITY OF INDIANOLA, IOWA – CITY MANAGER  
UPDATE: NOVEMBER 29, 2021

#### TIMELINE OVERVIEW

UPCOMING TASKS	DUE DATE	NOTES
First Review of Applications	January 15	

#### PROGRESS OVERVIEW

NOTES
32 applications submitted

#### Applicants by Gender and Ethnicity

Ethnicity	Female	Male	Gender Not Disclosed
Hispanic/Latino	10	8	4
American Indian or Alaska Native	10	8	4
Asian	10	8	4
Black	10	8	4
White	10	8	4
Other	10	8	4
Two or More Races	10	8	4
Ethnicity Not Disclosed	10	8	4

#### OUTREACH OVERVIEW

NOTES
Mass mailing sent to 3,451 recipients
Contacts made via LinkedIn



### SEARCH PROCESS OVERVIEW

# Task 3 - Screening and selection of candidates

- In-depth information from candidate questionnaires
- Due diligence questions and internet search
- Consultant telephone interviews with candidates
- Semi-Finalist Report and recorded video interviews provided to the City Council
- City Council selects finalists

### Candidate Questionnaire

Name		Email	
Primary Phone		Secondary Phone	
Mailing Address			
Education			

	Current (Most Recent) Position	Previous Position	Previous Position
Title			
Dates of Employment			
Organization			
Jurisdiction			
Population			
Reports To (Title)			
Department Staff			
Department Budget			

**Instructions:**

The purpose of this questionnaire is to provide us with additional information about you as a candidate and to gather examples of professional work that illustrate your background and experience. This information will be shared with hiring officials and others involved in making decisions about candidates selected to move forward in the selection process.

Please respond to each of the following questions by providing pertinent information. Some questions ask you to provide examples; please be sure to describe your direct level of involvement in the project or initiative. Please be succinct – limit your responses to 300 words.

1.	Why are you interested in this specific position at this specific time?
2.	Describe your current scope of responsibilities and explain how these responsibilities prepare you to take on the leadership and management responsibilities of the Chief Executive Officer position.

## SEARCH PROCESS OVERVIEW

# Task 3 - Screening and selection of candidates *(cont.)*

- Recorded interview exercise

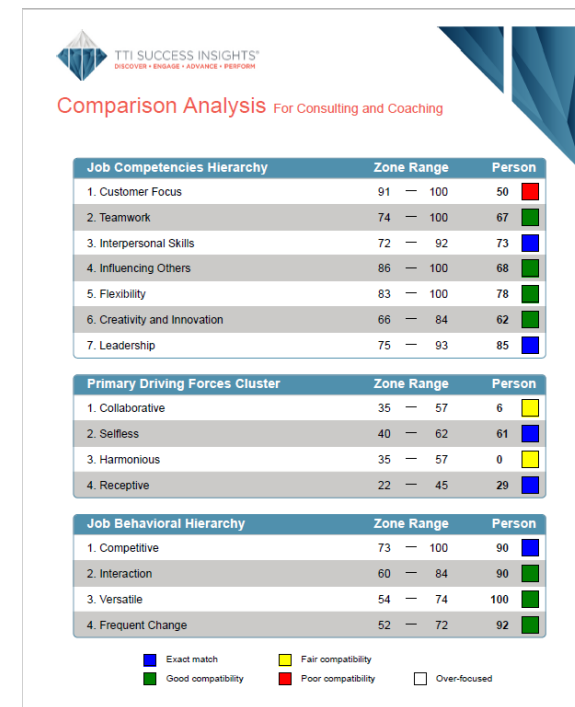
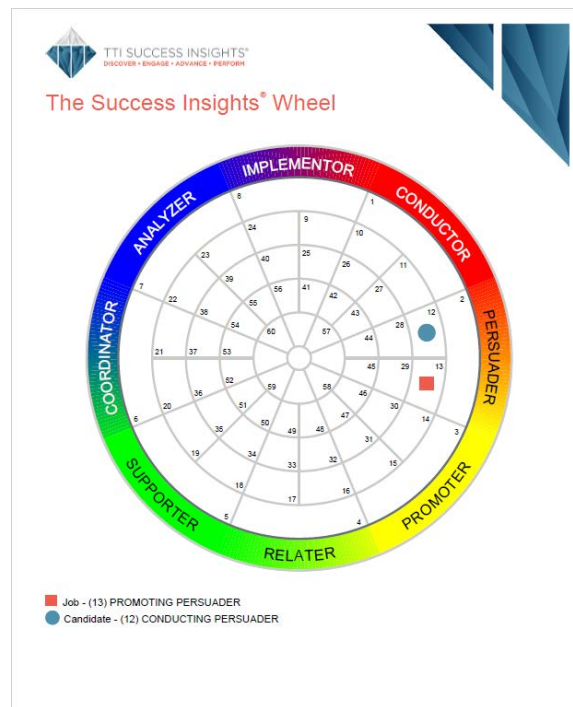
1. Please introduce yourself highlighting what uniquely qualifies you to be Indianola next City Manager.
2. Tell us about the working relationship that you will establish with the City Council collectively and with individual members.
3. Describe your approach to managing and creating consensus on a complex issue.



SEARCH PROCESS OVERVIEW

# Task 3 - Screening and selection of candidates *(cont.)*

- Assess fit through a leadership/management style assessment process







**SEARCH PROCESS OVERVIEW**

## Task 4 - Due diligence review

- Comprehensive background records checks and academic verifications
- Confidential references report

**SEARCH PROCESS OVERVIEW**

# Task 5 - Final interview process

- Interview design, coordination, attendance and support
- Employment offer assistance
- Assistance with on-boarding and six-month performance review upon request



PRESENTED TO  
CITY OF INDIANOLA, IOWA

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FINALIST REPORT  
CITY MANAGER

DECEMBER 27, 2021





## Contact information

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