CAO Recruitment Committee

TERMS OF REFERENCE

I. MANDATE:
To recruit and select the most qualified applicant for the position of Chief Administrative Officer for the Town of Tillsonburg.

II. ROLE OF THE RECRUITMENT COMMITTEE:
- To review applicant resumes provided by the consultant and to determine which applicants to interview.
- Committee to participate in the interview process with the consultant and the Manager of Human Resource.
- Make recommendation to the Council for consideration with regard to the hiring decision.

III. ORGANIZATION OF THE COMMITTEE
The Committee should be composed of the Mayor and two Councillors, and to include the consultant (if hired) and the Manager of Human Resources.

IV. ROLE OF COUNCIL
The Council of the Town of Tillsonburg are responsible for the final hiring decision.

V. ROLE OF A CONSULTANT
The Consultant is responsible for ensuring the recruitment and selection process is followed, including:
- Preparation and posting of position in consultation with the Manager of Human Resources.
- Collection of all applicants and circulation to committee members of those applicants that meet the set qualifications.
- Designated contact person for all applicants.
- Participation on the interview panel, including providing recommendation to the committee and Council as a whole.
Contacting references of the applicant(s) chosen to move forward with.

Any other hiring criteria such as social media check, police check, etc.

VI. ROLE OF THE MANAGER OF HUMAN RESOURCES

The Manager of Human Resources is responsible for ensuring the recruitment and selection process is followed, including:

- Preparation of posting of position in consultation with the consultant.
- Participation on the interview panel.
- Preparation and offering of employment contract to successful applicant.

VII. ROLE OF MEMBERS:

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- Review the collection of applicants who meet the said qualifications.
- Participate on the interview panel.
- Make hiring recommendations to the Council as a whole.