

**City of Gainesville Executive Search Services
Recommended Diversity Recruitment Requirements**

SCOPE OF SERVICES:

The selected vendor will conduct nationwide executive searches and recruitment, which includes the recruitment of a diverse group of applicants that demonstrate characteristics, experience and competencies that would qualify them for executive and professional level positions with City of Gainesville.

Services will include, but are not limited to the following:

- Develop a strategy for carrying out the recruitment, including outreach to encourage applicants from diverse backgrounds to apply.
- Prepare a Diversity Recruitment Plan for each search prior to beginning recruitment for each position.
- Conduct a broad and thorough nationwide recruitment including, but not limited to, professional publications, advertisements, Internet, diversity recruitment, targeted recruitment and professional contacts to ensure a pool of highly qualified individuals.

In addition to other qualifications, diversity qualifications will include the following:

- Successfully placed multiple managers and executive professionals in high-level management positions with local and state governmental agencies
- Record of successfully placing diverse candidates in executive and high-level management, positions with local and state governmental agencies
- List of diverse candidates placed in such positions in previous three years