



CENTRALINA
REGIONAL COUNCIL



Staffing Recruitment Services

Hiring the right employee for a position is critical for the success of your organization. In order to find quality candidates, an efficient hiring and screening process should be in place. To meet this need, Centralina offers a variety of recruitment services, including position development, salary assessments, screening and more. We work with your staff and elected officials using our proven approach to hiring. Let our team of experts help find the best candidate for your community.

RECRUITMENT SERVICES

The following services may be customized upon request.

- 📍 **Define Position & Develop Profile:** Assist in developing a consensus on expectations and job qualifications for the position. *Deliverable: Job description to reflect the desired profile.*
- 📍 **Review Salary Range:** Conduct a review of comparable salaries for the position. *Deliverable: Spreadsheet of comparable salaries.*
- 📍 **Prepare Advertisement:** Create and post an advertisement using paid media or via relevant professional associations. *Deliverable: Job advertisement. Placement costs to be paid by the member community. Centralina offers free promotion for director level positions via social media and/or our monthly newsletter.*

RECRUITMENT SERVICES (CONTINUED)

- 🔗 **Receive Résumés & Send Acknowledgement Notification:** Centralina will receive résumés for the position, verify completeness and notify applicants that résumés have been received. *Deliverable: Spreadsheet of candidate names, contact information and qualifications.*
- 🔗 **Screen Applicants:** Using the qualification criteria determined for the position, Centralina will screen all résumés and rank them into three categories 1) exceptionally qualified, 2) qualified and 3) not qualified. *Deliverable: Candidate spreadsheet with qualification ranking.*
- 🔗 **Interview Process & Finalist Selection:** Centralina will coordinate with your organization to schedule interviews with the selected top candidates and develop a list of interview questions. Our staff can sit in on interviews and help facilitate questions upon request. *Deliverable: List of semi-finalist or finalists.*
- 🔗 **Assessment Centers:** Create a more complete candidate profile through this standardized approach to testing job-related skills and abilities. [Learn more.](#)
- 🔗 **Psychological Management Profile:** Create a psychological management profile to help determine how well top candidates will fit into your organization. Profile development is conducted by a third-party expert.
- 🔗 **Background Checks:** Conduct background checks, via an outside agency, of top candidates.
- 🔗 **Negotiations & Selection:** Develop the hire agreement outline and the process for future performance evaluations.
- 🔗 **Arrival of New Hire:** Coordinate with your staff to prepare an orientation process and introduction of the new hire internally and the with the outside community.

READY TO GET STARTED?

Reach out to our Executive Director, Geraldine Gardner, at (704) 351-7130 or ggardner@centralina.org to receive a customized quote.