**CHC President/CEO Search**

**Evaluation of Search Firm Proposals**

**Name of Search Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rate on a scale of 1 to 10 the firm’s qualifications in each area. 10 is the highest rating.**

**Criteria Score**

**General Qualifications of Search Firm**

1. **Overall experience in executive searches.**
2. **Experience in community development/CDFI field.**
3. **Number of similar searches completed.**
4. **References provided.**

**Personnel for CHC Search**

1. **Experience/education of search team members.**
2. **Clarity of roles and responsibilities of search team.**
3. **Depth of backup personnel.**

**Search Process**

1. **Clarity of process.**
2. **Interaction with CHC search committee, board and staff.**
3. **Deliverables to CHC search committee.**
4. **Process for outreach to prospective candidates.**
5. **Expectations of CHC search committee/board.**

**Review of Candidates**

1. **Length/depth of interviews.**
2. **Quality of background checks.**
3. **Reporting/recommendations to search committee.**
4. **Assistance to search committee in candidate evaluations.**

**Schedule**

1. **Proposed timeline for search, with milestones.**
2. **Completion date.**

**Cost**

1. **Basic proposal cost.**
2. **Ancillary/reimbursable costs.**

**Additional Comments**