

ERIE COUNTY TECHNICAL SCHOOL

An Administrative Search Proposal

Prepared For

The Erie County Technical School Board of Directors
8500 Oliver Road
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By

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ADMINISTRATIVE SEARCH PROPOSAL

Table of Contents

	Page
<i>Introduction</i>	1
<i>Project Scope & Purpose.....</i>	1
<i>The Process</i>	2
<i>Cost Factor.....</i>	2
<i>Background & Qualifications</i>	3
<i>Attachment (Description of On-Line Testing Process).....</i>	4

ADMINISTRATIVE SEARCH PROPOSAL

January 22, 2018

INTRODUCTION

The Career Assessment Center, Inc. (CAC), in coordination with the Erie County Technical School, proposes to manage an Administrative Search for the Director position of the Erie County Technical School. Once applications & resumes are submitted, the search process will include a screening of initial applications, telephone interviews, face to face interviews, reference checking and pre-employment testing of final candidates. The CAC will submit and present a report to the Board of Directors recommending the top 3-5 candidates, based on qualifications and expectations initially established by the Board.

PROJECT SCOPE & PURPOSE

It is the intention of this project to serve as a professional third-party consultant to the Erie County Technical School (ECTS) in their search for a Director of the School. It is proposed that the Career Assessment Center's Chief Executive, Dr. Stephen Barrett lead the search in collaboration with the Erie County Technical School. The search will include the following steps:

- ***Establishing position & candidate specification with the Board's Executive Committee.***
- ***Advertising and establishing deadlines.***
- ***Evaluation and screening of applications and resumes.***
- ***Conducting phone interviews with candidates.***
- ***Scheduling on-line pre-employment testing with final candidates,***
- ***Face to face interviews with final candidates.***
- ***Developing written Candidate Profiles to be presented to Board of Directors.***
- ***Presenting final candidates to the Board of Directors for interviews.***
- ***Coordinate final interview with the Board of Directors, upon request.***

THE PROCESS

The Career Assessment Center, Inc. (CAC) will communicate with the Executive Committee of the Erie County Technical School's Board of Directors to refine the overall specifications of the search process. Once completed, the CAC proposes the following steps for developing and coordinating the implementation of the search.

- Review the Vo-Tech Director's job description and incorporate specific expectations from the Board of Directors. CAC will develop a scoring template for the review and screening of applications and interviews.
- ECTS will advertise position and collect initial applications and resumes.
- CAC and ECTS will screen and evaluate initial applications.
- CAC and ECTS will conduct phone interviews with initial candidates that meet the basic requirement of the position. Phone interviews will be scored & evaluated.
- ECTS will schedule face to face interviews with the top five candidates. CAC and ECTS will conduct interviews with the five top candidates. Interviews will be scored and evaluated.
- CAC will schedule on-line temperament and intelligence pre-employment testing with the top 3-5 candidates (*See Attached Description of Proposed Testing Process*). It is noted that CAC is in possession of Dr. Jackson's assessment profile and recommends, with Dr. Jackson's permission, it be used as a "benchmark" when reviewing final candidate test results.
- CAC will prepare "Candidate Profiles" on the final candidates to be interviewed by the Board.
- CAC will assist the Board, at their request, with final interviews.

PROPOSED COST FACTOR

The proposed cost factor to develop, manage and implement the Administrative Search:

\$4200.00 (Inclusive)

THE CAREER ASSESSMENT CENTER, INC.

BACKGROUND & QUALIFICATIONS

The Career Assessment Center, Inc. (CAC) is a Pennsylvania Corporation (#852970), established in 1983 as a professional Human Resource Consulting firm providing Career and Corporate Testing services, 360° Feedback Surveys and customized Outplacement Services. Our professional affiliations include the ***National Board of Certified Counselors (NBCC), American Counseling Association (ACA), and the Research and Assessment Corporation for Counseling (RACC).***

The firm operates under the leadership of Dr. Stephen P. Barrett, Ed.D, LPC, NCC. Dr. Barrett, founder, has attained national recognition in the areas of Organizational Development, Career Planning and Corporate Assessment/Testing. He has been established as an “expert witness” through the Commonwealth of Pennsylvania. Dr. Barrett holds degrees in Psychology, Counseling Psychology and Curriculum & Research Planning. He is a Licensed Professional Counselor (LPC) and National Certified Counselor (NCC). He holds a Pennsylvania and New York Letter of Eligibility as Superintendent of Schools.

The experience base of the Career Assessment Center, Inc. (CAC) encompasses over 35 years of serving clients representing all major industries, including ***Healthcare, Education, Manufacturing, Non-Profit Corporations, Financial Services, Insurance Industries, Legal Services, Telecommunications, Etc.***

The CAC on-line survey assessments are secured via VeriSign Encryption. Information related to surveys is completely anonymous.

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On-Line Temperament & Intelligence Testing

Description

The cost of hiring quality employees continues to be one of the most expensive aspects of running a successful business or organization. These costs escalate when employers inadvertently make a poor hire or promote a good employee into the wrong position.

The “On-Line Attitude & Intelligence Testing Program” is a response to the employer’s need for selecting employees who have the “right attitude” and can “think on their feet”.

This testing program includes a measure of: *Leadership Style, Interpersonal Relationship Skills, Ability to Handle Stressful Situations & Criticism, Energy Level, Attention to Detail, Analytical Ability & General Intelligence.*

With this web-based testing program, your organization can now administer a “Personality, Temperament & Intelligence Assessment”, on-line, resulting in a substantial return on your hiring & promotion investment.

Background & Qualifications

The Career Assessment Center, Inc. is a Pennsylvania Corporation established in 1980 as a Professional Human Resource Consulting Firm. The firm operates under the Leadership of Dr. Stephen P. Barrett, Founder, President & Professional Counselor.

Dr. Barrett is a Licensed Professional Counselor and holds degrees in Behavioral Psychology, Counseling Psychology, School Administration & Curriculum Research & Planning.

The Process

- The Employer e-mails a job description & resume of candidates’ to the CAC to initiate the process. CAC handles the rest.
- CAC will phone the candidates’ to review the process and discuss the details of the “Falsification Detector”.
- CAC will e-mail the instructions for entering the test site and a confidential User Name and Password for entering the site.
- Candidates will complete the on-line testing (average time of completion for both instruments is approximately 45-50 minutes).
- Upon completions of the assessment, CAC will develop a report which includes a summary of personality characteristics, including strengths and potential barriers to the position, as well as statistical graphs showing outcomes and times of completion. This report will also comment on the suitability to the position, as described and highlight any potential barriers depicted through the testing.

Security/Confidentiality

The On-Line Testing Program is secured through VeriSign encryption code. The confidentiality of records containing testing results is protected by law which limits further disclosure of this information without written consent of the person to whom it pertains.