

Spelman Johnson Response to Communication 1: 2023-2024-01 Notice

Does your firm allow any contractual relationships between the search firm and candidates for a position (e.g., but not limited to, guarantee placement, payment of fees upon placement, or bonus upon placement)?

Spelman Johnson has no contractual relationships with candidates as per best practices in executive search and per the requirements of the National Association of Executive Recruiters of which we are a member.

1. Will your firm agree to forego and avoid any contractual relationships with candidates you would recommend for the NWFSC President position or who would be included in the pool for the NWFSC president position?

Not applicable as we have no contractual relationships with candidates.

2. Does your firm offer social media and print media reviews on candidates? If yes, please describe the scope of such a review and whether there are any additional charges beyond those disclosed in your original submission.

Yes, Spelman Johnson conducts deep internet, social media, print media, and bio scans on candidates as part of our complete background check process.

Background checks, as mentioned in our original submission, are a direct expense and not included in the retainer fee or administrative charge. Costs for a complete background check range from \$1,200-\$1,600 per candidate. Costs vary widely as they are dictated by the number of a candidate's former employers, the number of home addresses, and other complexities.

3. Describe the type and level of criminal background assessment your firm completes on candidates and, if applicable, whether there are any additional charges beyond those disclosed in your original submission.

- County Criminal
- County Civil
- Employment Verification
- Education Verification
- National Criminal/National Sex Offender Registry
- Federal Criminal Database Search
- SSN Trace/Past Address History
- Credit History
- A Deep Internet/Press and Social Media Scan/Bio Search
- Driving History Report
- Federal Civil Database Search

- Confirm Veteran Status (if applicable)

These costs are part of the complete background check expense described in the response to question #3.

5. Does your firm conduct any form of personal fiscal review on candidates? If yes, please describe the scope of such a review and whether there are any additional charges beyond those disclosed in your original submission.

A credit history review is performed as part of the complete background check.

These costs are part of the complete background check expense described in the response to question #3.

6. Describe the type of report or data your firm will provide to the search committee and/or Board of Trustees regarding each candidate's experience.

Spelman Johnson creates a password protected, secure online portal for search committee/board of trustee members to access candidate materials which includes a cover letter, resume or curriculum vitae, as well as a Candidate Details Form (CDF), a supplemental questionnaire that will be useful for search committee members in evaluating applicants. The Candidate Details Form in addition to specific supplemental information about the applicant also includes IPEDS data for the current institution of the applicant.