

Recruiting Your **Next CEO**

Led by former transit CEOs, TransPro runs a disciplined, three-phase search, from the Board's first kickoff to your new executive's first year, structured to surface, vet, and secure your agency's next exceptional chief executive.

01 PHASE 1: Define & Launch

Recruitment Management

- ▶ Hold a kickoff with the Board and recruitment team
- ▶ Establish a bi-weekly check-in cadence with the Board

Agency Priorities

- ▶ Facilitate a Board discussion to define agency priorities for the next CEO
- ▶ Align on the success outcomes the new CEO must deliver

Core Competencies & Credentials

- ▶ Facilitate Board and stakeholder discussions on required competencies and credentials
- ▶ Draft and finalize the job description
- ▶ Initiate curated search

Recruitment Strategy & Outreach

- ▶ Develop a custom marketing strategy
- ▶ Implement a diversity plan to broaden the candidate pool
- ▶ Advance the search and set essential interview questions with the Board

02 PHASE 2: Search & Select

Screen Candidates

- ▶ Finalize screening questions (relocation, salary expectations) Assess applications and conduct 60-minute phone screens
- ▶ Follow up with candidates; decline those who aren't a fit
- ▶ Send behavioral and cognitive assessments to screened candidates
- ▶ Run initial background and internet screens
- ▶ Identify recommended finalists

Submit Finalists

- ▶ Finalize the Board package: summary memo, resumes, behavioral profiles, and headshots
- ▶ Review candidates with the Board
- ▶ Finalize and contact preferred candidates for interview

Interview Process

- ▶ Draft, refine, and distribute interview script
- ▶ Conduct in-person interviews with the Board
- ▶ Follow up post-interview and debrief the Board
- ▶ Complete background and reference checks
- ▶ Finalize the preferred candidate

03 PHASE 3: Offer & Onboard

Establish Compensation

- ▶ Negotiate salary and compensation expectations
- ▶ Transmit the offer letter to the candidate
- ▶ Facilitate closure and acceptance

Transition Support

- ▶ Setting up your new CEO for success
- ▶ Outline strategic agenda
- ▶ Align the leadership team
- ▶ Meet the community and media

Ready to find your next CEO? Talk with TransPro. [Contact John Lewis.](#)