

Exhibit F:

Background Search Information and Resources

For a city or county conducting a manager/administrator search, the following information is Florida-specific and provided to assist staff with this part of the search.

For the initial applicants:

- For a preliminary review of all applicants, staff can conduct a search of the top 200 results in Google/social media for each one. While this step can take time, it can help eliminate those whose background or experiences do not match expectations/preferences.

For interviewees and finalists:

- Check references supplied by the candidate – additional references can be contacted if candidate's current position is not jeopardized. Check with the candidate about contacting former employers, for example.
- Consider additional background information ahead of the interview; consult own local government's policies on this. Some organizations have physicals, drug screens, etc.
- Watch online streaming of candidates' current employers' board meetings to see the candidates' interactions with their current elected body and the public.
- When selecting a third-party firm to conduct additional background due diligence, ensure that the firm is verifying educational credentials, driving record, SSN verification and is reviewing various federal and local crime databases. It is important to follow federal and state laws regarding background checks including the review and sharing of credit history.
- A few of the firms often used in Florida by city and county governments:
 - Goodhire firm: www.goodhire.com
 - NAPS Background Checks firm: www.napsbgc.com
 - TruDiligence firm: www.trudiligence.com