CITY OF CHARLES TOWN

PERSONNEL COMMITTEE
AGENDA • NOVEMBER 19, 2026

Committee Meeting **COUNCIL CHAMBERS** **5:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

3. NEW BUSINESS

: **2026-2171:** Discuss and Draft Pracademic Questionnaire Answers
Pracademic Partners Search Intake - Full Search PDF.pdf

4. ADJOURNMENT

5. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

Personnel Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 11/19/26
Department: Personnel Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2026-2171: Discuss and Draft Pracademic Questionnaire Answers

ATTACHMENTS:

- Pracademic Partners Search Intake - Full Search PDF.pdf

Search Intake Form

* Indicates required question

1. Entity Name *

2. Contact Name *

3. Contact Email *

4. Contact Phone *

5. What position is Pracademic Partners recruiting for on your behalf? *

6. Please email a copy of the Job Description to Pracademic Partners at: ian@pracademicpartners.com. Use ***Job Description, Entity Name, Position*** as the email Subject Line.

   Mark only one oval.

   - [ ] Emailed
   - [ ] Other:

Job Details

7. Please include any relevant laws that govern this position or its duties? If none, please state "NA".

8. Will this position be:

Mark only one oval.

- In person
- Remote *Skip to question 10*
- Hybrid

Job Details

9. Please provide the address, including the name of the building, where this position's office is/will be located.

Job Details

10. Who, specifically, does this person report to?

11. Why is this position vacant?

12. What size budget will this position oversee?

13. How many people will this person supervise?

Supervision Details

14. Please list the titles of the people this position will supervise. If none, please state "NA".

Candidates

15. Are there internal candidates to consider?

Mark only one oval.

- Yes *Skip to question 16*
- No *Skip to question 17*
- Maybe *Skip to question 16*

Internal Candidates

16. Please list the names of potential internal candidates. Include any notes you would like Pracademic Partners to have about each.

Known Candidates

17. Are there any local/regional known "names" you would like to see apply?

Mark only one oval.

- Yes *Skip to question 18*
- No *Skip to question 19*
- Maybe *Skip to question 18*

Known Candidates Info

18. Please list the names of any known candidates. Include any notes you would like Pracademic Partners to have about each.

Credentials or Licensures

19. Are there any credentials or licensures required or preferred?

Mark only one oval.

- Yes *Skip to question 20*
- No *Skip to question 21*

Credentials or Licensures Information

20. Please list credentials and/or licensures and label them "required" or "preferred".

Other Key Details

21. What are the key **PRIORITIES** for this position (current projects or initiatives)?

22. What are the key **TRAITS or COMPETENCIES** for this position?

23. What **MAJOR RELATIONSHIPS** are there with external parties? Who?

24. What **CHALLENGES** lie ahead?

25. What **OPPORTUNITIES** lie ahead?

Compensation & Benefits

26. What is the salary range?

27. Please describe the benefits package?

28. Will relocation assistance be considered?

Mark only one oval.

- Yes
- No
- Maybe

29. Is residency preferred or required?

Mark only one oval.

- ◯ Preferred
- ◯ Required
- ◯ Neither

30. Is there an employment agreement or contract for this position?

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

31. Is there a term of office? If yes, please describe. If no, please state "NA".

_____

32. Are there any systems the position uses that you want us to emphasize and reference (e.g., an ERP, a particular technology, an HRMS, etc.)?

_____

_____

_____

_____

_____

33. What will this person find himself/herself involved with in terms of special projects or unique initiatives?

34. Any other specialty/specific items to note?

Search Process

35. Where should resumes be sent?

Mark only one oval.

- Pracademic Partners
- Internal HR
- Other:

36. Is there a search panel/committee?

Mark only one oval.

- Yes
- No *Skip to question 38*

Search Panel Details

37. Who is on the search panel/committee?

Search Process Continued

38. Are there any specific public sector or professional associations where advertisements and position announcements would make sense?

39. Are you on NEOGOV?

Mark only one oval.

- Yes
- No

40. Are you on Civic Match?

Mark only one oval.

- Yes
- No

41. What is the rough timeline of first interviews (week or two week timeframe)?

_____

42. Please describe your expectations of the **INTERVIEW PROCESS**. For example, will first round and/or finalist interviews be in-person or via Zoom? Do you expect any extended meet-and-greets (or other activities) for the finalists?

_____

_____

_____

_____

_____

43. Please describe your expectations of the **BACKGROUND CHECK PROCESS**. For example, are they required of semi-finalists or just finalists? Do you want education verification? Social media verification? Will these be done by Pracademic Partners or internally?

Marketing Information for Brochure

44. Please email to ian@pracademicpartners.com the items listed below. Use ***Marketing Info, Entity Name, Position*** as the email Subject Line.
1) Pictures / seals / org chart / office pictures related to the position
2) Name and title of someone who would be a good contact person for a short video (under 2 mins) introducing the position and discussing organizational culture. This would be scheduled via Zoom with Pracademic Partner's Executive Assistant.

Mark only one oval.

- Emailed
- Other:

Billing

45. Does your organization support ACH payments?

Mark only one oval.

- Yes
- No

ACH Contact

46. Please provide the appropriate contact or process required to initiate ACH setup.

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