



## U. S. Chemical Safety and Hazard Investigation Board

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April 26, 2002

### Board Action Report

Notation No.: 174

Voting Period: Urgent Notation Item April 24, 2002 – May 1, 2002, but votes are requested as soon as possible

Subject: Evaluation Formula for Board Rating of COO Candidates

Whereas,

1. Pursuant to Board Order 023, "Senior Executive Service (SES) Staffing," as amended, prior to beginning its selection process, the Board is required to develop an evaluation formula by which to rate the candidates for selection;
2. Pursuant to Order 023, the Board's evaluation formula is to be put in writing and approved by notation item;
3. Set forth in this Notation Item is the proposed evaluation formula to be used by the Board in rating candidates for selection to fill the Chief Operating Officer (COO) position;

Therefore, pursuant to its authority, the Board hereby votes to adopt the following evaluation formula for use in rating candidates for selection to fill the COO position:

All individual elements below will be rated on a scale of 1, 2, and 4, equivalent to low, medium, and high; indicated next to each element is its relative weight.

- |  |     |
|--|-----|
| a. Board Member interviews                     | 45% |
| b. Employee interview evaluations              | 25% |
| c. Reference checks by the ERB                 | 15% |
| d. ERB telephone interview evaluations         | 6%  |
| e. Board Member review of written applications | 5%  |
| f. Score sheets of ERB members                 | 3%  |
| g. Score sheets of PRP members                 | 1%  |

Approval Date: 4/24/02

	<u>Approve</u>	<u>Disapprove</u>	<u>Not Participating</u>	<u>Withhold</u>
Isadore Rosenthal	x			
Gerald Poje	x			
Andrea Taylor	x			