

## Town Manager Hiring Process

November 7 – identify staff to participate

November 8 – Staff survey to identify critical characteristics of TM created

Communication, Organization, Leadership, Ethical, Strategic, Other, Judgment, Rational, Enthusiastic, Takes initiative, Open, Delegates, Efficient, Trustworthy, Strategic (forced distribution or ranked scale)

November 10 – submit plans for board packet

- Job Description
- Job Announcement
- Hiring Plan

November 16 – Board Approval

November 17 – Postings to CML, NWCOGS Listserve, IICMA, LinkedIn / Job boards, Town Website

Applications will drive through the BambooHR website.

November 30 – finalized screening rubric, phone screen questions, and panel interview questions.

December 9 – initial screen of current applications, ongoing

December 16 – Close date, but posting will be active until position filled.

December 16 – screen all applications

December 19-21 – staff identifies short list to phone screen

- Stavney, Cannon, McVeigh, Clemens

December 28-30 – staff phone screens applicants

- Clemens,

January 3-6 – scheduling zoom interviews with Staff Panel.

- Reference and background checks at this time
- McVeigh, Fuqua, Lunde, Lucus, Crittenden, Cannon

January 4 – Board determines Board interview questions

January 18 – Board interview of finalists.

Executive session – Board discussion of finalist interviews and staff comments / feedback

January 20 – Offers