

# City of Stanfield

## City Manager Recruitment Checklist/Timeline

All dates are approximate and subject to change

Steps	Assigned To	Target Completion Date
1. Define Position and Develop Profile	Outgoing CM, Fin & Admin Committee	5/14/2019
2. Prepare advertisement and review salary range	Outgoing CM, Fin & Admin Committee	5/14/2019
3. Decide where to advertise	Outgoing CM, Fin & Admin Committee	5/14/2019
4. Adopt job description, hiring criteria, hear public comment	City Council	5/14/2019
5. Advertise position, begin receiving applications	Outgoing CM	5/15/2019
6. Prepare and sent acknowledgment letters	Outgoing CM	As applications are received
7. Application Deadline		6/16/2019
8. Screen applicants	3-person ad hoc committee	6/18/2019
9. Determine applicant's veteran status and apply preference points for qualified veterans	City Council and Staff	6/18/2019
10. Select candidates and schedule preliminary phone/skype interviews	City Council and Staff	6/21/2019
11. Conduct phone/skype Interviews	City Council	6/24/2019-6/28/2019
12. Select finalists	City Council	7/2/2019
13. Conduct Interviews, Community meeting	City Council, Staff, Community Stakeholders	7/19/2019
14. Make hiring decision	City Council	7/20/2019
15. Conduct background and reference checks on top candidate	City Staff	7/26/2019
16. Negotiate contract with top candidate	City Council	7/26/2019
17. Issue press release/announcement regarding selection	City Staff	7/26/2019
18. Advise other candidates of recruitment results	City Staff	7/26/2019
19. Welcome the new City Manager	City Council, Staff, Community Stakeholders	ASAP, preferably within 30 days