

Proposed timeline for discussion with City Council - with Community Survey	
Activity	Time Frame
Stakeholder interviews - We will interview up to 30 stakeholders including the selection committee and staff to understand the goals, skills, experiences and behaviors that are critical and “ideal” for the position. We also learn about the key benefits of the position, organization and community.	Thru January 24th
Community survey - We will develop a community survey and then launch it in January with a two week window for responses.	Jan 20th - Feb 3rd
Selection Criteria Matrix - Based on interview feedback and survey data we will create a "talent matrix" of key criteria.	For inclusion in Feb 15 Council packet
Marketing plan - Based on the interview feedback and research, we will create a marketing package (inviting job posting, recruitment brochure) that will be used to market the opportunity.	
Review salary data - Review existing compensation and benefits structure as it compares to market comparables. Present compensation data to the selection committee at the first meeting and determine target compensation range.	
Planning meeting - We will meet with the selection team to review the hiring criteria, job posting, target compensation range and to finalize the timeline and interview dates.	Feb 15 Council Meeting approves job description and talent matrix
Market the opportunity - We use social media and national job boards (including IEDC, LinkedIn and Indeed) to promote the opportunity, and to promote the amazing aspects of living, working and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms, and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	Post job through March 20th
Assess applicants - We use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly review applicants.	Through March 29th

<p>Present candidates - We will provide the selection team with link to the candidate information and videos. Selection team members should have approximately one week to review information prior to the meeting to determine finalists.</p>	<p>Shortlist of candidates shared with Council on March 29 for discussion at April 5th meeting</p>
<p>Determine finalists - Review candidates with the selection team and determine interview panelists. We can draft a press release including bios and photos of the finalists.</p>	<p>April 5, 2022</p>
<p>Interviews - We will invite the interviewers, providing them copies of information on the finalist candidates. We also will create sample interview questions and feedback forms. We will provide interview training. We can host a community reception. We will gather feedback and provide it to the selection team. We will work with the selection team to determine next steps.</p>	<p>April 19, 2022 Council Meeting. Candidates could also meet with staff during the day</p>
<p>Negotiation & Relocation - We will provide a variety of support regarding contract negotiations and onboarding. We will also provide a six month 360 degree feedback report for the new President.</p>	<p>TBD</p>