



**Breezy Point, MN
City Administrator
Recruitment and Selection Timeline**

Phase	Date	Item
Phase 1	Week of 12/9/24	Consultant meets via video with client representatives to understand their expectations for the
	12/16/24 - 12/20/24	Consultant conducts internal and/or external stakeholder discussions.
	12/25/2024	Government Offices Closed - Christmas Day
	Week of 12/23/24	Review consultant's draft position announcement and schedule based on the stakeholder meetings and other feedback. Leadership approves position announcement for distribution on websites and social media. Recruitment begins.
	Week of 12/30/24	Consultant submits draft recruitment brochure text to leadership team for review and approval (Recruitment brochure is sent mid-recruitment to potential candidates and GovHR database.)
Phase 2	12/30/2024	Recruitment Begins - Posted 4 weeks
	1/1/2025	Government Offices Closed - New Years
	12/30/25 - 1/24/25	Consultant to provide weekly updates sent to leadership team for distribution.
	1/20/2025	Government Offices Closed - MLK
Phase 3	1/31/2025	Application deadline.
	01/27/25 - 2/14/25	Consultant conducts screening interviews, as well as additional due diligence. i.e. references checks, media searches.
Phase 4	2/17/2024	Government Offices Closed - Presidents Day
	Week of 2/17/25	Consultants send electronic book of candidate materials to leadership team.
	Week of 2/24/25	MGT meets with leadership team to review candidates and select interviewees, finalize structure of interviews and interviews questions.
Phase 5	Week of 3/3/25	Interview - Round 1: selected candidates (4 -5) - (virtual)
	Week of 3/17/25	Interview - Round 2: Interviews (2-3) and candidate selection (in person)
Phase 6	TBD - 4/7/2025	Appointment of Candidate
Phase 7	Mid April - Early May	Candidate Begins Work