



**Breezy Point, MN
City Administrator
Recruitment and Selection Timeline
Final Interview Only**

Date	Extended	Item
Week of 12/9/24		Consultant meets via video with client representatives to understand their
12/16/24 - 12/20/24		Consultant conducts internal and/or external stakeholder discussions.
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.)
12/30/2024	3/24/2025	Recruitment Begins - Posted 4 weeks
12/30/25 - 1/24/25	3/24/2025 - 4/18/2025	Consultant to provide weekly updates sent to leadership team for distribution.
1/31/2025	4/11/2025 - First review - 4/18/25 closes	First Review of Application April 11. (April 18th Ads close)
01/27/25 - 2/14/25	4/14/2025 -4/25/2025	Consultant conducts screening interviews, as well as additional due diligence. i.e. references checks, media searches. (Rolling Interviews)
Week of 2/17/25	Week of 04/28/2025	Consultants send electronic book of candidate materials to leadership team.
	Week of 4/28/2024	Special Council Meeting - to select Finalists candidates - MGT meets with Council to review candidates and select interviewees for Finalists Interviews, finalize structure of interviews and interviews questions.
Week of 3/17/25	Week of 5/12/2025	Special Council Meeting Interview - Finalists: Interviews (3-5) and candidate selection (in person)
TBD - 4/7/2025	Week of 5/12/2025	Appointment of Candidate / Contract
Mid April - Early May	Late May/ Early June	Candidate Begins Work