



City Administrator Search

Dates	Steps	Notes
Week of January 8th Stakeholder Interviews	Designation of a Point of Contact with approval authority on Jan. 11 th and start the official Recruitment Stakeholder group and individual Interviews (as preferred): <ol style="list-style-type: none"> 1. Mayor 2. Alderman 3. Leadership Team 4. Others internal or external? Ryan Cotton will follow-up with virtual interviews/phone calls on these stakeholders and any others. (Names and emails needed if not available on January 11 th or 12th)	<i>GovHR Recruiter In-person or Virtual</i>
Week of Jan. 15th	Advertisements posted and networking begins. (Recommended advertisement deadline of February 16th.)	<i>GovHR nationally (at least 12 sources); Crest Hill web site locally</i>
Week of Jan. 15th	Recruitment Brochure (RB) draft provided, edits received, and RB Layout ready for approval by the Point of Contact or at a City Council Special meeting	<i>GovHR Recruiter Virtual</i>
End of Feb./Early March	GovHR networking, answering candidate questions, preliminary phone interviews, etc. Virtual interviews with the recruiter throughout the advertising process as quality candidates apply. Reference checks started.	<i>GovHR Recruiter Virtual</i>
Thursday, Feb. 15th	Deadline for applications. Gov HR Candidate in-depth due diligence begins with key candidates (as ranked by Recruiter after virtual interviews)	<i>GovHR staff</i>
Week of Feb. 26th	Electronic books for the best candidates -- Prepared and delivered	<i>GovHR Office staff</i>
Week of March 4th	Presentation to the Interview Team/City Council of the best candidates. (GovHR Due diligence -- social media, and other media checks, first reference checks, etc. completed).	<i>GovHR Recruiter Virtual or In-Person</i>
Week of March 11 th	Interview Team/City Council conducts first In-Person Interviews (6-hour meeting). All candidates be given promotional "goodie bags." The Interview Team selects the top candidates plus one (1) alternate candidate. GovHR conducts reference checks and orders formal background checks. Monday, March 11th is suggested.	<i>GovHR Recruiter Virtual or In-Person</i>
Week of March 25 th	Provide community windshield tours in advance of Second Interview along with anonymous comment cards. Meet with Key staff and elected/appointed officials. Background check result. Employment agreement offer. Monday, March 25th is suggested.	<i>GovHR Recruiter Virtual or In-Person</i>
Week of March 25th	GovHR conducts additional Due Diligence, as requested. Employment Agreement approved April 1 st (target)	<i>GovHR staff and Recruiter</i>

