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## City Council Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	March 11, 2024
<b>Submitter:</b>	Dave Strahl, Interim Human Resources Representative
<b>Department:</b>	Human Resources
<b>Agenda Item:</b>	Consideration of Recruitment Process – Department Directors

**Summary:** The city is recruiting a permanent Community Development/Economic Development Director and a Public Works Director. The attached memorandum outlines the process to evaluate the applicants for each position and recommended evaluation steps to determine the best qualified candidate for a conditional offer of employment.

**Recommended Council Action:** Approval of the outline proposed or provide direction to modify the recommended process to evaluate the candidates that applied to these director level positions.

**Financial Impact:**

**Funding Source:** Expenditures have been incorporated into the existing budget to fund these open positions and transition from interim appointments to permanent appointments.

**Budgeted Amount:**

**Cost:**

**Attachments:** Recruitment Process – Department Directors Memorandum