

Timeline for Interview Process – Levy County Manager

Note: all timeframes listed are estimates and may be adjusted

Date	Action/Location	Description/Details
Tuesday 8/20 at 9am	BoCC Regular Meeting - Agenda Item to finalize interview process for County Manager	The BoCC discussed and provided direction to: (1) interview the 11 applicants selected by individual Commissioners, and (2) conduct the interview process over two days - Wednesday, August 28 th and Thursday, August 29 th
By Wednesday 8/21 at 4pm	HR contacted the 11 selected applicants and extended an offer to interview	10 applicants accepted an interview; 1 applicant declined
By Friday 8/23 at 4pm	Each Commissioner provides 3 interview questions to HR for the public interview	The HR Director and County Attorney will compile, edit and prepare a list of five interview questions for the public interviews. The questions will not be shared with the public or applicants in advance.
Wednesday 8/28	1-2:30pm: Welcome and Skills Test (not open to the public - Cafeteria)	After welcome, introductions and questions (if any), HR will provide the applicants with a skills question – real life, practical situation that a County Manager may face – and ask them to submit a written response within 30 minutes. The written responses will be provided to each Commissioner, but not shared otherwise.
	2:30-3pm: Break	
	3-5pm: Meet and Greet with County Management Team and Commissioners-elect (not open to the public - Cafeteria)	<p>Each applicant will introduce themselves to the group, then each will be seated at a table with name card, Management Team members and Commissioners-elect can visit each table to get to know the individual applicants.</p> <p>By Thursday morning at 9am, each County Management team member who participated may provide anonymous input (on the form provided by HR/Legal) concerning the applicants. The forms should be delivered to the County Attorney's Office and will be provided to each Commissioner.</p>

Thursday 8/29	8am – noon: One-on-one meetings with Commissioners (not open to the public – various County Offices)	Each applicant will meet with each Commissioner for 15 minutes
	Noon -1pm: Lunch Break (not open to the public - Cafeteria)	Lunch provided for applicants and Commissioners
	BoCC Special Meeting for Interviews (open to the public) 1pm – 5pm: conduct 7 interviews 5-6pm: Recess for Dinner Break (dinner will be provided for applicants and Commissioners – Cafeteria – not open to the public) 6-7:30pm: conduct 3 interviews 7:30-7:45pm: Commissioner break 7:45-9pm: Commission deliberates and negotiates	(1) Each applicant will interview individually, with all other applicants asked to remain outside of the meeting room and to refrain from listening to the meeting. 30 minute time limit for each interview. (2) Introduction from the applicant (3 minutes) (3) Commissioners ask the five interview questions (20 minutes) (4) Applicant asks questions and/or shares final information (7 minutes) and then will be asked to leave the meeting room. (5) After all interviews are concluded, the Commission will deliberate and select their top applicant and appropriate salary (commensurate with experience and qualifications) to be offered to that applicant. The applicant will be invited back into the meeting room, informed of the salary and may negotiate (if needed.) If the applicant rejects the offer, the Commission will select the next applicant and repeat the process. Alternatively, the Commission may rank and determine appropriate salary for each ranked applicant, and then negotiate in the ranked order. Any verbal offer of employment is subject to pre-employment background screening and an employment agreement (in the form provided by the County) to be signed by the Chair and the applicant.
TBD	Start Date for County Manager	Will be established in the signed Employment Agreement.