

CITY OF ORLAND

DRAFT CITY MANAGER RECRUITMENT SCHEDULE

JULY 22, 2026

This scope of work reflects a 13-week recruitment process but can be tailored to achieve the desires of the City.

Activity	Proposed Schedule
Project Organization ✓ Closed Session Meeting to discuss Search Timeline and Process	August 4
Development of Candidate Profile ✓ Virtual Meeting #1 w/Client to discuss Candidate Profile ✓ Listen to Specific Expectations of Position ✓ Learn Background and Experiences desired in Ideal Candidate ✓ Develop Marketing Brochure and Obtain Client Approval ✓ Develop Advertising and Recruiting Plan ✓ If need be, approval of brochure at August 18 CC Meeting	August 5 - 14
Recruitment ✓ Recruiter focuses on Direct & Personal Outreach with Quality Potential Candidates ✓ Advertise, Network, and Electronically Post/Distribute Candidate Profile Up to 500 Identified Industry Professionals ✓ Post Opportunity on Firm's Website ✓ Respond to all inquiries and acknowledge all Resumes received within 48 hours ✓ Client will be Updated on Outreach Status and Progress	Aug 23 – Sept 27
Preliminary Interviews ✓ Recruiter Screens Resumes and Conducts Preliminary Internet Research on Candidates for any Areas of Concern ✓ Identify Leading Candidates and Request Supplemental Questionnaires ✓ Conduct Preliminary Phone Interviews with Leading Candidates	October 6 & 7
Recommendation of Candidates/Selection of Finalist(s) ✓ Provide Client with Recommended Candidates Packet ✓ In Person #2 to Provide Overview of Recommended Candidates ✓ Client Selects Finalist Candidate(s) for Finalist Interview Process ✓ Recruiter Notifies all Candidates of Status in Recruitment Process	October 20
Finalist Interview Process ✓ Facilitate Panel Interviews for Client – In Person for Two Days ✓ Recruiter will Provide Orientation Session prior to Interviews and Debrief Session after the Interviews ✓ Assist Client throughout Process and Provide Recommendations ✓ Client Selects Candidate or Leading 2-3 Candidates for Further Consideration	October 29 & 30
Qualification ✓ Conduct Background and Reference Checks on Selected Candidate ✓ Provide Employment Agreement Negotiation Assistance, if desired by Client	1 – 2 Weeks