



Search Schedule

Revised: 11/4/25

City of Wilsonville, OR
City Manager

Task	Date	Action/Deliverables
Kickoff Meeting	10/3/2025	Client & GMP: Meet to discuss timeline & search process
Profile Development	Weeks 10/12-10/19	GMP: Meet with key stakeholders & create Position Profile
Profile Approval	Week of 11/17	Client: Approve Position Profile
Launch	Week of 11/23	GMP: Push position out to GMP website and network; submit online ads; send direct mailing
First Review	12/28/2025	GMP: Screen applicants and select semifinalists
	Weeks 1/4	GMP: Conduct interviews with most promising candidates
	Week 1/11	GMP: Create Work Session deliverables
Work Session	4 days prior to Work Session	GMP: Provide Work Session deliverables to client
	Week 1/18	GMP & Client: Meet to review semifinalists, choose finalist candidates, and review final interview details
Final Interview Preparation	Week 1/25- 2/1	GMP: Conduct background and reference checks, complete final interviews schedule, coordinate travel with candidates, coordinate with client on final interview details
Final Interviews	Week 2/8	Client: Hosts finalist interviews GMP: Facilitate final interviews, debriefing, and selection process Client: Makes hiring selection