

Takoma Park, MD– City Manager Recruitment Timeline

Week of August 28	Consultant discusses proposed timeline, and recruitment process with Interim City Manager, Mayor, City Council, and/or Search Committee.
September 5 -15	Consultant works with City to gather information to develop the professional announcement and recruitment brochure. City provides information (charter, job description, salary range, budget, reports, etc.), links, and pictures.
Week of September 18	Consultant sends professional advertisement, position profile, brochure text, and ad sources for review and approval.
Week of September 25	GovHR develops position brochure.
Week of October 2	Consultant places ads for position and starts recruiting candidates.
October 4 – November 8	Outreach effort to recruit candidates.
November 8	Deadline for resumes.
November 8 - 24	Consultant narrows field to 8-10 candidates for further consideration - reviews resume, interviews candidates via zoom, conducts background reviews of social media and press, reference checks, etc.
Week of November 27	Consultant submits Book 1 (Recruitment Report) and meets with Committee to select candidates (~6) to be interviewed and work on interview script.
Week of December 4	Semi-final interviews (Book 2) and selection of candidates (~3) to recommend as finalists and work on final interview script.
Week of December 11	Final interview (Book 3) process consisting of department head interviews, tour of the community, possible reception with stakeholders, and interview by the Mayor and Council, who select the preferred candidate.
Week of December 18	Contract is negotiated and agreed to with the next City Manager.
January - February	New City Manager commences employment.