

Recruitment Process

The Parameters of the Ad Hoc Committee

The ad hoc committee is tasked to define the scope of the recruitment (where) and establish a collaborative and transparent process. The ad hoc committee is not a candidate decision-making committee, that right is reserved for the full council.

1.0 Scope of the Recruitment

Local, regional, or national search. Some cities will choose to focus on their state or region as some candidates may have a better understanding of the community we serve, the complexities of the work we do, and the political climate.

2.0 General Outline

1. **Recruitment intake.**

Recruiting team to meet with each council member, individually, to discuss what they are each looking for in a City Manager, as well as timeline.

2. Create marketing plan.

- a. Create job ad.
- b. Create recruitment video.
- c. Create brochures.
- d. Distribution.

The City practices an anonymous application review process. This means that personal identifiable information is redacted from all applications.

Selection Process

3. Minimum Qualifications. Recruiting team to review applications for minimum qualifications based on job description and feedback from the intake meeting with council.
4. **Subject Matter Expert (SME) review.** All council members will review, and rate candidate applications and materials based on pre-established rating criteria, education, caliber of experience, and training. Successful applicants will move to the next step of the process.
5. Consultant phone screen/interview.
6. Assessment Center. Exercises typically include panel interviews, presentations, and scenario-based exercises all designed to assess knowledge, skills, and ability. The top three (3) candidates will move to the final steps.

Identities of candidates will be disclosed at this point.

7. **Council Interview.** This will require the full participation of the Council.

8. **Public Meeting.** The top three (3) candidates will attend an open meet and greet. Community members, Council, and staff will have an opportunity to meet and talk with the top candidates and provide comments – anonymously.
9. Reference Checks.
10. **Council Selection.**
 - a. City will negotiate terms of the employment agreement with selected candidate.
 - b. Conditional Offer of employment.
 - c. Finalize the employment agreement.