

**Sample Timeline (Target Dates Subject to Change)****August**

- Council determines Interim City Manager
- Staff and council discuss what is desired in an executive search firm

**September**

- Solicit RFQs from executive search firms

**October**

- Staff evaluates and recommends executive search firm
- Council approves executive search firm
- Facilitated meetings with search firm and Council (or designated group) to discuss timelines, recruitment process, community engagement and identify strategies to create a candidate profile; may include public meeting as well as 1 on 1 interviews with Council members & Stakeholders

**November**

- Executive Search Firm finalizes profile and process and obtains Council approval for advertisement & recruitment

**January**

- Formal recruitment period ends.
- Search firm reviews and qualifies all potential candidates, identification of top candidates & preliminary interviews conducted.
- Executive search firm conducts reference checks/background checks,

**February**

- Executive search firm presents profiles for semi-finalists (5-10) to Council (or designated group) and facilitates a review of candidates
- Conduct first round of candidate interviews with semi-finalists by the City Council (or designated group) and key stakeholders.

**March**

- Top finalists (3-5) interviews in Austin with panels, stakeholders and town hall meetings, etc.

**April**

- Council identifies the top candidate & appointment of teams to conduct site visits to top candidate previous employers.
- Finalize decision on the top candidate and negotiate an employment agreement with the candidate

**May**

- Council names and appoints new City Manager during council meeting
- Staff begins onboarding, relocation and transition

## **City Manager Recruitment Process Considerations – 8/23/16**

### **I. Who will be interim City Manager?**

### **II. How will staff obtain direction and feedback from City Council?**

- a. Council as the whole
- b. Designated Council subcommittee or working group?
- c. Designated community and council blue ribbon panel?
- d. Other

### **III. Who will be used as the external Executive Recruitment Firm?**

- a. Should we pursue an RFQ to select an external executive search firm?
- b. Does the council want to choose among the existing search firms that have contracted with the City to provide executive searches?

### **IV. What is the desired timeline to fill the position?**

Staff is recommending minimally 6-9 months, particularly if there is extensive community engagement.

### **V. Confidentiality and Transparency?**

Council should balance the need for transparency with need for sensitivity to applicants who may desire a confidential application if they are not named a finalist. Some applicants may either withdraw or not apply in order to avoid prematurely alerting their current employers of their interest in another job opportunity.