

**Proposed County Administrator Search Schedule
February 5, 2014**

Project Milestone	Deliverables	Proposed Date
Notice to proceed		Completed
Develop position profile	<ul style="list-style-type: none"> • Discussion with the County Board • Input from the management team? • Review job description, salary and benefits? 	February 5
Approval of the position profile and job announcement	<ul style="list-style-type: none"> • Position profile • Job announcement 	February 18
Recruitment and candidate outreach	<ul style="list-style-type: none"> • Placement of job announcement • Contact with prospective candidates • Acceptance / acknowledgement of applications • Status reports to the County 	February 19 – March 17
Applicant screening	<ul style="list-style-type: none"> • Supplemental questionnaire to top candidates • Initial candidate screening interviews 	March 18 – April 4
Candidate presentation / selection	<ul style="list-style-type: none"> • Candidate resumes and questionnaires • On-site meeting with the County Board • Notification to applicants not advancing in the selection process 	April 8
Interview design	<ul style="list-style-type: none"> • Interview design • Questions and candidate assessment forms • Determine process, participants and schedule 	April 8
First interview	<ul style="list-style-type: none"> • Consultant attendance at interviews 	April 14 – April 18

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Reference check	<ul style="list-style-type: none"> • Contact references • Prepare reference outlines 	Prior to the second interview
Second interview	<ul style="list-style-type: none"> • Consultant attendance at interview 	April 21 – April 25
Comprehensive background check completed for finalist	<ul style="list-style-type: none"> • Candidate background report 	Upon selection of final candidate
Offer accepted	<ul style="list-style-type: none"> • Draft employment offer and agreement 	By May 6
Projected start date	<ul style="list-style-type: none"> • County Administrator starts • Action plan for a successful transition 	June 2
First year check-ins	<ul style="list-style-type: none"> • On-going follow-ups (informal and formal) 	December 2014; June 2015

