

March 29, 2022

## **CITY OF HUDSON CITY MANAGER RECRUITMENT SEARCH PROPOSED SCHEDULE**

<b>WEEK OF</b>	<b>ACTIONS</b>
April 4	Start-up meeting to finalize recruitment brochure, hiring teams, project details/scope and timeline of recruitment schedule.
April 11	Finalize recruitment brochure with necessary amendments and provide to Council for approval.  Begin recruitment...push out to recruiting sites and advertise for at least two weeks.
May 2	Application due date – May 2  Initial application screening by Council – May 3  Background/professional reference checks on candidates by City staff  Council approval of selection of candidates for interview.
May 9 - 16	Preliminary round of interviews with City staff hiring team and council members (2 or 3 members from Council)
May 23 - 30	Second interviews with City Council <ul style="list-style-type: none"><li>Finalists reception with staff and community (final three candidates)</li></ul> Recommendation and selection of finalist  In-depth background/reference checks on finalist by First Advantage
June 6	Finalist selected  Executive Session – June 7
July 1	Anticipated start date