

City of Wildwood, MO
Draft Recruitment Calendar for the City Administrator Position
Dates are for illustrative purposes only

Date	Task
March 6, 2019	Consultant meets with Search Committee to discuss calendar, steps and processes desired by the City Council in its search process.
March 25 - 26, 2019 Note: City Council has a work session scheduled for March 25 th .	Consultant meets with Mayor, Search Committee, other Council members, Department Heads and possibly other stakeholders, and seeks input on candidate experience, background; organizational challenges, opportunities; community challenges, issues, etc.
April 1, 2019	Consultant submits draft Position Announcement for review and approval.
April 4, 2019	A. Position Announcement approved by the City, and ads placed by GovHR USA. B. Recruitment Profile submitted by the Consultant.
April 8, 2019	A. Recruitment Profile is reviewed and approved by City. B. Profile placed on GovHR USA Website and sent to potential candidates.
May 6, 2019	Deadline for resumes.
May 6 - 24, 2019	A. Consultant reviews resumes, interviews candidates, and conducts background reviews, due diligence, etc. B. Reference checks conducted. C. Consultant narrows field to 8 – 12 candidates for further consideration.
Week of May 27, 2019	Consultant's Recruitment Portfolio received by the Search Committee two – three days prior to the next step.
Week of May 27, 2019	A. Consultant meets with Search Committee to review the Recruitment Portfolio and discusses interview process. B. Search Committee chooses candidates to interview and determines process.
Week of June 10, 2019	City conducts tours, candidate reception (if desired) and 1st interviews.
Week of June 17, 2019	City conducts 2 nd interviews, if necessary.
Late July – Labor Day 2019 (depending on length of notice candidate required to give current employer).	New City Administrator begins employment.