

SEASIDE CITY MANAGER RECRUITMENT**PROPOSED RECRUITMENT SCHEDULE**

Week of	Actions
January 31 st	Start-up meeting with City to finalize scope and timeline
February 7 th	Stakeholder interviews Staff online survey or input meeting
February 14 th	Stakeholder interviews (continued) Staff online survey or input meeting Virtual public input meeting- February 16 th - 6:00 pm PST via Zoom
February 21 st	Initial candidate profile draft and finalization
February 28 th	City Council work session re draft candidate profile/hiring process – March 2 nd – 5:00 pm PST via Zoom
March 7 th	Recruitment brochure development
March 14 th	Recruitment brochure development continued Council official adoption of candidate profile/hiring process- March 14 th meeting
March 21 st – April 18 th	Position advertisement
April 18 th	Initial application screening
April 25 th	Preliminary Zoom interviews
May 2 nd	Recommendation and selection of finalists Executive Session- May 2 nd
May 9 th	Background/reference checks on finalists
May 16 th	Finalist virtual or in person receptions (dependent on current COVID protocol), interviews, and selection <ul style="list-style-type: none"> • Tuesday, May 17- Staff and Community Receptions • Wednesday, May 18 - Panel Interviews • Thursday, May 19 - City Council Interviews • Friday, May 20 - Deliberation and Selection