

City Auditor Selection and Hiring Timeline - Original

Date(s)	Who is Involved	What is Happening
	Baker Tilly Virchow Krause, LLP and HR	Contract emailed to vendor for signature.
	Baker Tilly Virchow Krause, LLP and HR	Two copies of the Contract with original signatures received from vendor.
	HR, CM & City Attorney	Contract with original signatures routed with Transmittal Document for Charter and City Attorney signature.
10/02/2019	Baker Tilly Virchow Krause, LLP & HR	Kickoff Call to discuss: <ul style="list-style-type: none"> • Timeline • Job Description and Commissioners One-on-One Meetings with Vendor • Recruitment Activities
10/03/2019	Baker Tilly Virchow Krause, LLP & HR	Baker Tilly Virchow Krause, LLP will start: <ul style="list-style-type: none"> ▪ Reaching out to the Commission one-on-one, via phone to answer questions, provide guidance on the recruitment and selection process and what to expect, and to review search/selection criteria
10/09/2019	Baker Tilly Virchow Krause, LLP	Baker Tilly Virchow Krause, LLP will provide full recruitment ad for HR review and feedback.
10/11/2019	HR & Baker Tilly Virchow Krause, LLP	HR will provide final draft of full recruitment ad to Baker Tilly for posting and announcement.
10/14/2019 -	HR & Baker Tilly Virchow Krause, LLP	City Auditor position posted.
11/04/2019	Baker Tilly Virchow Krause, LLP	Cutoff date for receipt of applications.
11/11/2019	Baker Tilly Virchow Krause, LLP and HR	Baker Tilly Virchow Krause, LLP reports on the results of the recruitment: <ul style="list-style-type: none"> • A listing of all candidates submitting application along with a copy of their submittals will be provided to HR.
11/13/2019	Human Resources	Provide Mayor/Commission with applicant resumes for selection of top five candidates
12/05/2019	Communications & Marketing Dept., Clerk's Office, City Auditor's Office and Human Resources	During the Commission Meeting, Baker Tilly Virchow Krause, LLP will present the recommended candidates and ask for the Commission to select which candidates will be invited for in-person interviews. The Commission is also requested to authorize a special meeting for interviews on 01/29/2020.

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12/06/2019	Baker Tilly Virchow Krause, LLP	Baker Tilly Virchow Krause, LLP will forward its full candidate report and materials, identifying the top candidates, to the City electronically. These will include the candidates' resumes, the candidate introduction, and the results of references, background and internet/newspaper archives checks.
12/06/2019	Communications & Marketing Dept.	Communicate selection process to targeted distribution to ensure extensive coverage for maximum community involvement.
12/17/2019	All Finalists, Baker Tilly Virchow Krause, LLP, Commissioners and Human Resources	Interview Process. A specific candidate agenda with interview, tours, and meet & greet details will be provided beforehand. <u>Day One of In-Person Interviews:</u> The first day each candidate rotates with each Commissioner for one-on-one in person interviews
12/18/2019	All Finalists, Baker Tilly Virchow Krause, LLP, Commissioners and Human Resources	<u>Day Two of In-Person Interviews:</u> The second day consists of a panel interview between the full City Commission and each candidate in the auditorium.
12/18/2019	All Finalists, Baker Tilly Virchow Krause, LLP, Commissioners and Human Resources	A hiring decision is expected to be made after the panel interview between the full City Commission and each candidate in the auditorium. The Commission will also be asked to authorize the Mayor to negotiate an offer and start date for the selected candidate.
12/19/2019	Mayor, City Attorney's Office, Human Resources, Baker Tilly Virchow Krause, LLP, and selected candidate	The HR Director and City Attorney's office will work with the Mayor directly to negotiate the offer and start date and draft the employment contract for the selected candidate.
TBD	City Attorney's Office and Human Resources	The employment contract is presented to the Commission for final approval.
TBD	Communications & Marketing Dept.	Distribute announcement regarding selected CA
TBD	New CA	The selected candidate begins employment with the City of Gainesville