

City Manager Selection and Hiring Timeline

Date(s)	Who is Involved	What is Happening
6/18/2019	Colin Baenziger & Associates and HR	Contract emailed to vendor for signature.
06/21/2019	Colin Baenziger & Associates and HR	Two copies of the Contract with original signatures received from vendor.
06/24/2019	HR, CM & City Attorney	Contract with original signatures routed with Transmittal Document for Charter and City Attorney signature.
7/01/2019	Colin Baenziger & Associates , Inc. & HR	Kickoff Call to discuss: <ul style="list-style-type: none"> • Timeline • Job Description and Commissioners One-on-One Meetings with Vendor • Recruitment Activities
7/02/2019	Colin Baenziger & Associates , Inc. & HR	Colin Baenziger & Associates 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
07/05/2019	Colin Baenziger & Associates , Inc.	Colin Baenziger & Associates will provide full recruitment ad for HR review and feedback.
07/09/2019	HR & Colin Baenziger & Associates, Inc.	HR will provide final draft of full recruitment ad to Colin for posting and announcement.
07/31/2019	Colin Baenziger & Associates , Inc.	Cutoff date for receipt of applications.
08/07/2019	Colin Baenziger & Associates , Inc. and HR	Colin Baenziger & Associates 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.
08/28/2019	Colin Baenziger & Associates , Inc. and HR	Colin Baenziger & Associates 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.
09/05/2019	Communications & Marketing Dept., Clerk's Office, City Manager's Office and Human Resources	During the 9/5/2019, Commission Meeting, Colin Baenziger & Associates, Inc. will present the recommended candidates and ask for the Commission to select which candidates will be invited for in-person interviews.

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		The Commission is also requested to authorize a special meeting for interviews on 9/27/19
09/06/2019	Communications & Marketing Dept.	Finalize communications distribution to alert of search and invitation to participate in Meet & Greet
09/09/2019	Communications & Marketing Dept.	Communicate Meet & Greet to Citizens. Broad reaching and targeted distribution to ensure extensive coverage for maximum community involvement.
09/25/2019	All Finalists, Colin Baenziger & Associates, 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
09/26/2019	All Finalists, Colin Baenziger & Associates, Commissioners and Human Resources	<u>City Tour 8:30 – 11:30</u> HR staff will coordinate City Tour for each candidate (45 min. – 1 hour each) <u>Day Two – Lunch with Charters in HR Training Room 11:30 – 12:30:</u> Chris Beatty will coordinate lunch and information meet & greet with candidates and Charters. <u>Day Two of In-Person Interviews 1:00 – 5:00:</u> The second day consists of a panel interview (45 minute each) between the full City Commission and each candidate in the auditorium.
09/26/2019	All Finalists, Colin Baenziger & Associates, Commissioners and Human Resources	<u>Day Two – Meet & Greet (p.m.) 6:00 – 8:00:</u> A meet & greet (open to the community) will be held with all candidates in MPR at GRU Admin Bldg.
09/27/2019	All Finalists, Colin Baenziger & Associates, Commissioners and Human Resources	<u>Special City Commission Meeting 2:00 – 4:00</u> A hiring decision is expected to be made during this Commission meeting. The Commission will also be asked to authorize the Mayor to negotiate an offer and start date for the selected candidate.
09/27/2019 – 10/02/2019	Mayor, City Attorney's Office, Human Resources, Colin Baenziger & Associates, 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.

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10/10/2019	City Attorney's Office and Human Resources	The employment contract is presented to the Commission for final approval.
10/10/2019	Communications & Marketing Dept.	Distribute announcement regarding selected CM
10/14/2019 – 11/04/2019	New CM	The selected candidate begins employment with the City of Gainesville