

Equal Opportunity Director Selection and Hiring Timeline

Date(s)	Who is Involved	What is Happening
(Begin Search) 7/16/2018	The Mercer Group, Inc.	Access Data Base for Targeted Recruitment of Qualified Individuals and Place Ads
8/13/2018	The Mercer Group, Inc. and Commissioners	The Mercer Group will: <ul style="list-style-type: none"> ▪ Reach out to the Commission one-on-one, via phone and/or in-person meetings, to answer questions, provide guidance on the interview process and what to expect, and to review search/selection criteria ▪ Acknowledge receipt of application materials as received ▪ Outreach Telephone Calls
8/13/2018	The Mercer Group, Inc.	Screen applications against selection criteria and consultant interviews of top candidates
8/13/2018	The Mercer Group, Inc.	Cutoff date for receipt of applications
8/16/2018	The Mercer Group, Inc. and Commissioners	The Mercer Group will send recommended list of candidates in a binder for Commission review
9/6/2018 City Commission Meeting	The Mercer Group, Inc. and Commissioners	During the 9/6/2018, Commission Meeting, the Mercer Group, Inc. 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 10/16/18
9/17/2018	Communications & Marketing Dept., Clerk's Office, City Manager's Office and Human Resources	Finalize communications distribution to alert Community of EO Director search and invitation to participate in EO Director Community Forum and Meet & Greet
10/1/2018	Communications & Marketing Dept.	Communicate Community Forum and Meet & Greet to Citizens. Broad reaching and targeted distribution to ensure extensive coverage for maximum community involvement.

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10/16/2018 City Commission Special Meeting Interviews	All Finalists, The Mercer Group, Inc., Commissioners and Human Resources	Interview Process. A specific candidate agenda with interview, tours, and community forum details will be provided beforehand.
10/16/2018 Community Forum	All Finalists, The Mercer Group, Inc., Commissioners and Human Resources	<p><u>Day One of In-Person Interviews (a.m.):</u> The first day each candidate rotates with four (4) Commissioners for one-on-one in person interviews.</p> <p><u>Day One – Community Forum and Meet & Greet (p.m.):</u> A meet & greet with all candidates and a moderated question and answer forum will be open to the community.</p> <p>Candidates will each be asked questions from the moderator with time allotted for questions from the public.</p>
10/17/2018 Interviews	All Finalists, The Mercer Group, Inc., Commissioners and Human Resources	<p><u>Day Two of In-Person Interviews (a.m.):</u> The second day each candidate rotates with three (3) Commissioners for one-on-one in person interviews.</p> <p><u>Day Two of In-Person Interviews (p.m.):</u> The second day consists of a panel interview between the full City Commission and each candidate in the City Hall auditorium.</p>
10/18/2018 City Commission Meeting	The Mercer Group, Inc., Commissioners and Human Resources	<p>A hiring decision is expected to be made during this Commission meeting.</p> <p>The Commission will also be asked to authorize the Mayor to negotiate an offer and start date for the selected candidate.</p>
10/19/2018 – 10/31/2018 Offer	Mayor, City Attorney’s Office, Human Resources, Mercer Group, Inc. 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.
11/1/2018	City Attorney’s Office and Human Resources	The employment contract is presented to the Commission for final approval.
11/1/2018	Communications & Marketing Dept.	Distribute announcement regarding selected EO Director

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After 11/1/2018	New EO Director	The selected candidate begins employment with the City of Gainesville (target date December 2018)
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