

Independent Police Monitor

Tentative Selection Process Tentative Schedule:

1/7/21	Met with Keetra and Shaday to discuss the hiring process in general
1/28	Meet with PCOB to discuss the hiring process and needs <ul style="list-style-type: none">• Equitable Hire Tool meeting• Position Description/Class spec update/Minimum Qualifications• Advertising and budget• Supplemental essay questions• Summary paragraph/Brochure/Photos• Potential panel members for essay question review and oral board interviews
?	HR to submit requisition
	Request to Fill Vacancy Form – who?
	Mayoral Approval - Fridays
?	Draft posting and brochure for PCOB review
	Send brochure to Document Services to finalize
?	Recruitment opens (4 week recruitment)
?	Recruitment closes
?	Applications screened by HR (1 week)
?	Supplemental Essay Questions reviewed/evaluated (1-2 weeks)
?	Oral Board Interviews (1 week notice prior)
	Mayor’s Interviews with top candidates?
	References checks – who?
	Offer/Contract negotiated by HR Director
?	Introduction into Legistar
?	Contract introduced to Council
?	Contract approved by Finance Committee
?	Contract adopted by Council
?	Independent Police Monitor start date

Recruiting Ideas:

- Bloomberg Philanthropies Spark Newsletter - Free
- National League of Cities \$
- Wisconsin League of Municipalities - Free
- LinkedIn \$