

### Hiring Timeline: Council Chief of Staff (dates subject to change)

October 3, 2017

Dates	Activity	Participants	Additional Notes
<b>June 23 – July 14</b>	Post job and advertise. Hard to anticipate the total number of applicants	Human Resources Alders determine where job will be advertised	<ul style="list-style-type: none"> <li>No supplemental questionnaire</li> <li>Make it clear in the job announcement to address skills in cover letter</li> </ul>
<b>July 17 – July 21</b>	HR will screen applications for minimum qualifications	Human Resources	
<b>July 31 – August 25</b>	Resume screening panel—will screen all who meet minimum qualifications. Criteria for screening will be developed by Council President in conjunction with HR	7 people <ul style="list-style-type: none"> <li>Alders (3)</li> <li>Outside people who are subject matter experts (4)</li> </ul>	
<b>September 27 – September 29</b>	1 <sup>st</sup> Interview Panel	4 people <ul style="list-style-type: none"> <li>Alder (1)</li> <li>Outside people who are subject matter experts (3)</li> </ul>	Suggestions: State Government, UW Madison, County Board Chief of Staff
<b>November 3, 2017</b>	2 <sup>nd</sup> Interview Panel—Top 4 candidates	Executive Committee <ul style="list-style-type: none"> <li>Rummel</li> <li>Baldehy</li> <li>Bidar-Sielauff</li> <li>Carter</li> <li>DeMarb</li> <li>Kemble</li> <li>Phair</li> <li>Verveer</li> </ul>	Closed Session 8 am – 4 pm Monona Terrace – Hall of Ideas
<b>November 21</b>	Resolution submitted hiring person (Council meeting)	Human Resources	Will need to negotiate start date
<b>December 5</b>	Resolution final approval (Council meeting)		