

# **HIRING PROCESS AND TIMELINE – INDEPENDENT POLICE MONITOR**



# Process Roles

- HR Analyst:
  - Facilitate process with hiring manager inc. essay review and Oral Board
  - Provide all initial documentation and facilitate equitable hire meeting
  - Draft posting and complete post in Neogov
  - Complete minimum qualification screening
  - Facilitate background checks
- Director of Human Resources
  - Complete negotiation of contract
  - Submit contract to Common Council for final approval
- Talent Acquisition Specialist
  - Complete advertising as designed on Equitable Hire Plan

# Process Roles

- Hiring Manager:
  - Final approval for posting
  - Establish Equitable Hire Plan committee and propose panels
  - Assist with screening of applicants in initial part of the process
  - Finalize interview and supplemental essay questions and benchmarks
  - Complete reference checks
- OI Program Assistant:
  - Submit NeoGov requisition
  - Set up all meetings and ensure all meetings are noticed appropriately
  - Responsible for interview set-up and information to all candidates
  - Complete all Neogov processing

# Process Roles

- PCOB:
  - Approve major portions of the process including process itself
  - Participate in Equitable Hire Plan and various panels
  - Conduct final interviews and make final selection
- Equitable Hire Committee:
  - Participate in Equitable Hire Plan and various panels
  - Develop initial priorities for position
  - Provide suggestions for initial interview and screening questions
  - Assist with outreach and community listening sessions

# Legend

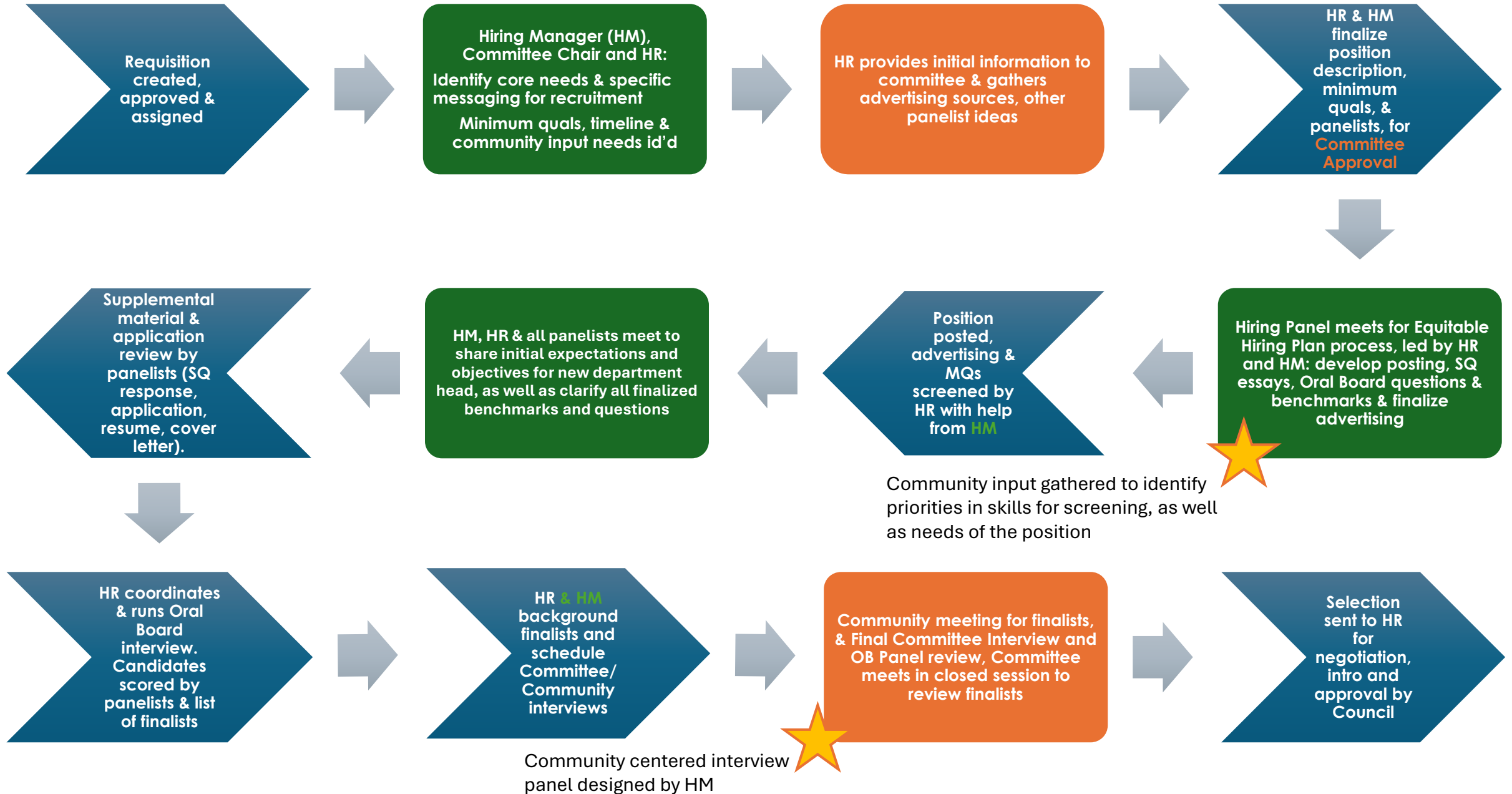
## Roles

- Committee - 
- Hiring Manager- 
- HR - 

## Symbols

- Boxes = Meetings
- Arrows = Action Step

# Committee CG 21 Recruitment Process



# Proposed Timeline – Initial Steps

Date	Meeting/Resp	Participants	Purpose	Public Mtg. Required
3/23/2026	HM #1	Erin, Meeka, Julie, Maia	Outline the last process, begin review of initial needs and steps, discuss potential timeline and need for robust community outreach plan, discuss PCOB Meeting#1, volunteers to review initial PD and timeline prior to presentation in May.	
4/1/2026	PCOB#1	Julie, Meeka, Maia, PCOB Exec	Share previous outline of process and recruitment ideas, share equitable hire plan and when Equitable Hire Plan would begin, solicit assistance in drafting initial job posting	Public Mtg
June	OIM	Chioma	Submit requisition for hiring	
June PCOB	PCOB #2	Erin, Julie, Meeka, Maia PCOB Exec	Share full draft of timeline and hiring plan, ask questions around what their priorities are, recruit for Equitable Hire Plan meeting	Public Mtg
June	EHP #1	Julie, Meeka (maybe), Maia, other equitable hire plan members	Go through Equitable Hire Plan initial steps (may be two meetings)	Public Mtg with closed session portion
June – August	Community	Designed by OIM/HM	Gather feedback on what they see as key assessment needs, communicate full hiring plan, respond to questions.	
September	PCOB#3	Erin, Julie, Meeka, Maia, full PCOB	Approve job posting, approve hire plan, approve brochure for hiring, and resolve question around whether or not to extend posting to allow for interim application	