

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

September 19, 2017

| Dates | Activity | Participants | Additional Notes |
|------------------------------------|--|---|--|
| June 23 – July 14 | 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"> • No supplemental questionnaire • Make it clear in the job announcement to address skills in cover letter |
| July 17 – July 21 | HR will screen applications for minimum qualifications | Human Resources | |
| July 31 – August 25 | 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"> • Alders (3) • Outside people who are subject matter experts (4) | |
| September 18 – September 22 | 1 st Interview Panel | 4 people <ul style="list-style-type: none"> • Alder (1) • Outside people who are subject matter experts (3) | Suggestions: State Government, UW Madison, County Board Chief of Staff |
| October 23 – October 26 | 2 nd Interview Panel—Top 2 - 3 candidates | Executive Committee <ul style="list-style-type: none"> • Rummel • Baldeh • Bidar-Sielaff • Carter • DeMarb • Kemble • Phair • Verveer | Closed Session 2 pm – 6 pm Look off-site for last interviews |
| November 21 | Resolution submitted hiring person (Council meeting) | Human Resources | Will need to negotiate start date |
| December 5 | Resolution final approval (Council meeting) | | |