

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

October 3, 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 27 – September 29	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
November 3, 2017	2 nd Interview Panel—Top 4 candidates	Executive Committee <ul style="list-style-type: none"> • Rummel • Baldeh • Bidar-Sielaff • Carter • DeMarb • Kemble • Phair • Verveer 	Closed Session 8 am – 4 pm Monona Terrace – Hall of Ideas
November 21	Resolution submitted hiring person (Council meeting)	Human Resources	Will need to negotiate start date
December 5	Resolution final approval (Council meeting)		