

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

September 5, 2017

<b>Dates</b>	<b>Activity</b>	<b>Participants</b>	<b>Additional Notes</b>
<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</li> <li>• Outside people who are subject matter experts</li> </ul>	
<b>September 18 – September 22</b>	1 <sup>st</sup> Interview Panel	7 people <ul style="list-style-type: none"> <li>• Alders</li> <li>• Outside people who are subject matter experts</li> </ul>	Suggestions: State Government, UW Madison, County Board Chief of Staff
<b>October 16 – October 20</b>	2 <sup>nd</sup> Interview Panel—Top 3-4 candidates	Executive Committee <ul style="list-style-type: none"> <li>• Rummel</li> <li>• Baldeh</li> <li>• Bidar-Sielaff</li> <li>• Carter</li> <li>• DeMarb</li> <li>• Kemble</li> <li>• Phair</li> <li>• Verveer</li> </ul>	Closed Session 2 – 6 pm Look off-site for last interviews
<b>October 31</b>	Resolution submitted hiring person (Council meeting)	Human Resources	Will need to negotiate start date
<b>November 21</b>	Resolution final approval (Council meeting)		