

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

August 1, 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 14	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 • Outside people who are subject matter experts 	
August 28 – September 1	1 st Interview Panel	7 people <ul style="list-style-type: none"> • Alders • Outside people who are subject matter experts 	Suggestions: State Government, UW Madison, County Board Chief of Staff
September 18 – September 22	2 nd Interview Panel—Top 3-4 candidates	Executive Committee <ul style="list-style-type: none"> • Rummel • Baldeh • Bidar-Sielaff • Carter • DeMarb • Kemble • Phair • Verveer 	Closed Session 2 – 6 pm Look off-site for last interviews
October 17	Resolution submitted hiring person (Council meeting)	Human Resources	Will need to negotiate start date
October 31	Resolution final approval (Council meeting)		