



Legislation Details (With Text)

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Attachments: 1. Final Report President WG Council Policy_Research Analyst.pdf, 2. 6/26/17 Chief of Staff Hiring Timeline.pdf

Date	Ver.	Action By	Action	Result
6/20/2017	1	COMMON COUNCIL EXECUTIVE COMMITTEE	Discuss and Finalize	
6/9/2017	1	Council Office	Refer	

Title

Update: Common Council Chief of Staff Hiring Process - Council President Marsha Rummel

Body

Recruitment Process

Recommendation: Human Resources recruit for applicants through the following organizations:

UW-Madison LaFollette School of Public Affairs
UW-Madison Department of Urban and Regional Planning
UW-Madison & UW Milwaukee Departments of Political Science
UW-Madison & UW-Milwaukee Departments of Sociology
UW-Madison Law School
Marquette University Law School
National League of Cities
International City/County Management Association
League of Wisconsin Municipalities
National Conference of State Legislators
Council of State Governments
National Governor's Association
U.S. Conference of Mayors
Idealist.org type of site
CNU.org (Congress for New Urbanism)
Linkedin.com
Recommendations from Department of Civil rights
Recommendations from GARE (Government Alliance on Race & Equity)
Additional recommendations from Council Members
Council members will be encouraged to share the posting with potential candidates they feel will be a good

fit for the position.

Screening Process

Recommendation: HR will perform an initial screen for minimum qualifications. Following the initial screening, a formal resume screen will be conducted by subject matter experts to rank the top 20 candidates. An initial interview of the top 10 candidates, including bench marks and scoring criteria, will be conducted by a group consisting of alders and others identified by the Executive Committee. The top 2-4 candidates will be interviewed by the Executive Committee and a final candidate will be selected.

Interview Questions

Recommendation: Human Resources staff would work with alder(s) to develop the resume screen, benchmarks and interview questions.