

Draft Recruitment Process Schedule

Sept 1 – Oct 3	Virtually promoting the recruitment opportunity
Sept 22 – Sept 26	Virtually meet with department heads
SEPT 29	ON-SITE RECRUITMENT KICK-OFF MEETING
Sept 30 – Oct 2	Virtual individual Council Member interviews (phone)
Sept 30	Virtual job announcement meeting with Maureen
Oct 3	Ads go live for 30 days
Oct 3 – Nov 3	Consultants to use professional network to identify and contact potential candidates
Oct 6	Virtual recruitment brochure meeting with Amanda
Oct 17	Post recruitment brochure
NOV 3	APPLICATION DEADLINE
Nov 3 – Nov 10	Consultant to begin resume review, social media checks, news article background checks, and virtual interviews.
NOV 17	ON-SITE PRESENTATION OF CANDIDATE PORTFOLIO TO THE CITY COUNCIL
Nov 18	Final candidates are notified of their selection to advance in the process. Each of the final candidates will also be advised that the full background check, DISC Assessments, & reference checks will commence.
Dec 3 & Dec 4	On-site interviews with final group of selected candidates will be completed
Dec 4	City Council will deliberate and attempt to make a final selection
Dec 5	A conditional employment offer is extended to the candidate and negotiations involving the employment details are completed. If requested, the consultant will assist the parties with the negotiation of the final terms and conditions of employment.
JANUARY 5, 2026	THE NEW CITY ADMINISTRATOR BEGINS THEIR LONG CAREER WITH THE CITY OF WASHINGTON. LEADERSHIP GIFT PROVIDED BY AMS.

