

Draft Draft Draft
Windham Manager Search
TIMELINE
October-2018

October 23 Tuesday

-) Council meets to discuss process, timeline and ad for Manager search

November 2 Friday

-) Council finalizes Ad and Ad placed

November 7 Wednesday

-) Public meeting with citizens and businesses.
Meetings with Department Heads during the week

November 26 Monday

-) Deadline for applicants

November 30 Friday

-) Notebooks with selected resumes of applicants delivered to Council.
A notebook with all the resumes will be sent to the Council Chair.

December 4 Tuesday

-) Council meets to review applicant's resumes and decides on which candidates to interview (no more than 8).

December 17-20

-) First round of interviews. Most likely two days needed. Decide on (2) candidates for second round of interviews. Complete background checks performed on finalists before next round.

January 7-10

-) Community gathering to meet finalists.
-) Dept. Heads interview finalist.
-) Council interviews finalist & selects new manager.

January 14-17

-) Negotiations with final candidate and starting date announced