

Draft Draft Draft
Windham Manager Search
TIMELINE
October-2018

October 23 Tuesday

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

November 2 Friday

- J Council finalizes Ad and Ad placed

November 7 Wednesday

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

November 26 Monday

- J Deadline for applicants

November 30 Friday

- J 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

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

December 17-20

- J 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

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

January 14-17

- J Negotiations with final candidate and starting date announced