



LOS ALAMOS COUNTY COUNTY MANAGER RECRUITMENT WORK PLAN/SCHEDULE

Timeframe	Activity
KICK-OFF MEETING	
Week of 4/5	Consultant will meet with County Council members via teleconference to discuss Ideal Candidate attributes and recruitment process.
RECRUITMENT MATERIALS	
Week of 4/19	<u>Recruitment Brochure:</u> <ul style="list-style-type: none">County provides Recruitment Brochure to CPS HR.
ACTIVE RECRUITMENT	
Week of 4/19 - 5/24	<p><u>Marketing:</u> Consultant posts the job opening to various websites and publications including: ICMA, New Mexico Counties, National Association of Counties, New Mexico Municipal League, National Forum for Black Public Administrators, Local Government Hispanic Network, Women Leading in Government, LinkedIn and governmentjobs.</p> <p>Consultant sends initial e-mail blast to more than 5,500 potential candidates and referral sources around the country.</p>
Week of 4/26 - 5/24	<p><u>Aggressive Outreach/Application Process:</u> Consultant follow up with targeted/qualified candidates (those who are a match to the candidate profile) to ascertain interest and encourage application. Candidates apply through the Los Alamos website. Consultant vets candidate resumes against minimum qualifications.</p> <p>Consultant provides weekly updates to County staff regarding recruitment activities.</p>

Timeframe	Activity
STAKEHOLDER ENGAGEMENT	
Post 5/4 Council Meeting	Consultant deploys online survey requesting community/stakeholder feedback.
SELECTION ACTIVITIES	
5/24 - 5/29	<u>Screening Interviews</u> : Consultant conducts comprehensive screening interviews with all candidates who meet the minimum qualifications as described in the job announcement. Consultant will also conduct media checks on all screened candidates.
Week of 5/31	<p><u>Client Report Meeting w/County Council</u>: County Council will review the Consultant's recommendations regarding top candidates; determine the short-list candidates to be assessed by interview panels (make-up to be determined). Consultant will also provide suggested interview questions for the Council's review and feedback.</p> <p>Client Reports will be delivered electronically ahead of time for review prior to scheduled meeting.</p>
Week of 6/7	<p><u>Semi-finalist Interviews</u>: Interview short-listed candidates and determine finalists for further consideration. Selection process to be determined.</p> <p>Consultant prepares all materials, coordinates candidate logistics and assist with facilitation of the short-listed candidate interviews.</p>
Completed 3-5 days post semi-finalist interviews	<p><u>Reference/Assessment Activities</u>: Consultant conducts reference checks on the finalist candidates. Finalist candidates will participate in any pre-determined assessment exercises, i.e., leadership assessment, creation of staff report and presentation, etc.</p> <p>Consultant prepares all materials and coordinates any assessment activities.</p>
Week of 6/14	<p><u>Final Interviews</u>: Conduct interviews with finalist candidates and approve selection. Other assessment and candidate activities TBD.</p> <p><u>Community Town Hall</u>: Consultant facilitates town hall meeting to provide residents the opportunity to ask questions of the finalist candidates and provide feedback.</p> <p>Consultant prepares all materials, coordinates candidate logistics and assists with facilitation of the finalist candidate interviews.</p>

Timeframe	Activity
NEGOTIATION OF OFFER/BACKGROUND CHECK/APPOINTMENT	
Following final Interviews	Consultant available to negotiate a compensation package offer and terms and conditions of employment with the selected candidate and conduct background check.
6/29	<u>Appointment:</u> County Council approves Employment Agreement.