



City of Portsmouth – City Manager – Proposed Recruitment Timeline

June 10	Consultant meets via teleconference with City Manager Search Committee to discuss search process.
June 25 th to June 27 th	Consultant on site to meet with City Council, Department Heads and attends Public Forum to discuss recruitment profile.
July 3 rd	Consultant submits draft Position Announcement and Recruitment Profile for review. Position Announcement and Recruitment Profile are approved by City.
Week of June 15 th	Consultant places ads for position and starts outreach process. Recruitment profile is sent to potential candidates and posted on GovHR website and also provided to City.
August 9 th	Deadline for resumes.
August 9 th to September 3 rd	Consultant reviews resumes, interviews candidates via Zoom, conducts background reviews, due diligence, etc. Consultant narrows field to 8-12 candidates for further consideration.
September 3 rd	Consultant submits Recruitment Report to City.
Week of September 9 th	Consultant meets with City to review candidates and select candidates for the interview process.
Weeks of September 23 rd and 30 th	City conducts interview process and makes selection.
October – November 2019	Candidate starts employment.