



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 July 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 16 th	Deadline for resumes.
August 16 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 12 th	Consultant submits Recruitment Report to City.
September 16 th at 5:30 p.m.	Consultant meets with City to review candidates and select candidates for the interview process.
Weeks of September 30 th and October 7 th	City conducts final interview process (10/1, 10/2) and makes selection. Contract negotiation.
January 2020	Candidate starts employment.