

# EXHIBIT A--RECRUITING AND SELECTING A CITY MANAGER

<b>Summary Checklist</b>	<b>Timetable</b>
• If necessary, designate an interim manager	Week 1
• Obtain a status report on related organization and projects	Week 1
• Confirm the recruiting process that will be used	Week 2
-- Determine who will be responsible for conducting the recruitment	
-- Establish recruiting guidelines for the position	
-- Confirm scope of the recruitment	
-- Confirm steps involved in the recruitment process	
-- Confirm compensation parameters	
-- Establish a timetable for the recruitment process	
• Prepare and place advertisements for the position in appropriate publications	Week 2
• Identify outstanding potential candidates and send them a written invitation to apply for the position	Weeks 3 and 4
• Personally contact the outstanding potential candidates as a follow-up to the written invitation to apply	Weeks 5 and 6
• Acknowledge all resumes as they are received	
• Review all resumes received after the application deadline has passed	Week 7
• Conduct work-related background checks on a smaller group of applicants	Week 8
• Confirm the selection process that will be used	Week 9
-- Confirm finalists	
-- Agree on a specific selection process	
-- Establish a timetable for the selection process	
-- Determine policy on reimbursement of finalist expenses	
• Notify finalists and schedule them for interviews	Week 9
• Conduct interviews, follow-up interviews and make a selection	Weeks 10 and 11
• Negotiate terms and conditions of employment, and reduce to writing	Week 12
• Finalize related arrangements	Week 12
-- Determine a start date	
-- Confirm a method of announcing the hiring decision	
-- Advise all other applicants of their status	
-- Plan an orderly transition	