



## Search Schedule

Revised: September 14, 2023

**City of Cottage Grove**  
City Manager

Task	Date	Action/Deliverables
<b>Kickoff Meeting</b>	9/11/23	<b>Client &amp; GMP:</b> Meet to discuss timeline & search process
<b>Profile Development</b>	Week of 9/11, 9/18 & 9/25	<b>GMP:</b> Meet with key stakeholders & create position profile
<b>Advertising</b>	Week of 10/1	<b>GMP:</b> Post online ads; send direct mailing
<b>First Review</b>	11/5/23	<b>GMP:</b> Screen applicants and select semifinalists
	Week of 11/6 & 11/13	<b>GMP:</b> Conduct interviews with most promising candidates
	Week of 11/13	<b>GMP:</b> Create Work Session deliverables
<b>Work Session</b>	4 days prior to Work Session	<b>GMP:</b> Provide Work Session deliverables to client
	11/27/23	<b>GMP &amp; Client:</b> Meet to review semifinalists, choose finalist candidates & review final interview details
<b>Final Interview Preparation</b>	Week of 11/27 & 12/4	<b>GMP:</b> Conduct background & reference checks, complete final interviews schedule, coordinate travel with candidates, coordinate with client on final interview details
<b>Final Interviews</b>	12/13: Reception (Evening)	<b>Client:</b> Hosts finalist interviews
	12/14: Panel Interviews (Day)	<b>GMP:</b> Facilitate final interviews
	12/15: Mayor/Council	<b>GMP:</b> Facilitate debriefing
	Interviews (Morning)	<b>GMP:</b> Facilitate selection process as needed
	Council Deliberation (Aftn)	<b>Client:</b> Makes hiring selection
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