

## MEMO - Township Manager Hiring Process

I am attending the MTA conference this week, and just completed a training session on employee hiring. The attorney who presented at this training suggested that we have a committee to filter the candidates to see who may qualify, and narrow the initial list down to 10 or so. Then we can ask those candidates to complete the employment application so that we can do a better preliminary check. Based on this training, I propose the following process for hiring of the Township Manager.

### Proposed Hiring Process:

1. The Board of Trustees decides on the Township manager job description at this or the next board meeting (April 25)
2. Board Members submit their questions/criteria (see below\*) for selection by the end of April
3. The Personnel Committee meet as soon as the deadline for applications is over to evaluate the applicants based on the approved Job Description, and ask those who are the most qualified to complete an application
4. The Personnel Committee or whole board chooses 5-10 candidates to rate and perform a preliminary background check (early May)
5. The Personnel Committee or whole board chooses the top 3-5 candidates to come in for an interview with the Board of Trustees in Open Session (end of May or June)
6. The Board will make a final selection, do a more extensive background check, and begin to negotiate the contract

\* I am requesting that all of the Board members start thinking about questions they feel should be asked during the interview process, and submit those to the Personnel Committee (Kathy, Jacki, and Marlene) before April 30<sup>th</sup>. This will allow us time to review the questions and create the appropriate interview forms. I would like the questions to be reviewed by our labor attorney prior to the interviews.

Marlene Chockley