



**STEGE SANITARY DISTRICT
GENERAL MANAGER
WORK PLAN/SCHEDULE**

Timeframe	Activity
PLANNING AND PREPARATION	
7/18	<u>Kick-off Meeting</u> : Consultant meets with Board to discuss recruitment plan and Ideal Candidate Profile.
RECRUITMENT MATERIALS	
7/24 7/31 8/2	<u>Recruitment Brochure</u> : <ul style="list-style-type: none"> ▪ Consultant submits recruitment brochure text for review. ▪ District submits final revisions to recruitment brochure text. ▪ Consultant provides finalized text and recruitment brochure pdf to District.
ACTIVE RECRUITMENT	
Week of 8/5 – 9/9	<u>Marketing</u> : Consultant posts the job opening to various websites and publications including: CPS HR website, CASA, CSDA, CWEA, LinkedIn. Consultant sends initial e-mail blast to more than 5,000 water/wastewater professionals, referral sources, and previous candidates
8/12 – 9/9	<u>Aggressive Outreach/Application Process</u> : Consultant follows up with targeted/qualified candidates (those who are a match to the candidate profile) to ascertain interest and encourage application. Candidates apply through the CPS HR website, receipt of applicant materials acknowledged within 24 hours. Consultant vets candidate resumes against minimum qualifications.

Timeframe	Activity
SELECTION ACTIVITIES	
9/15 – 9/20	<u>Screening Interviews:</u> Consultant conducts comprehensive screening interviews with all candidates who meet the minimum qualifications as described in the job announcement. Consultant will also conduct media checks on all screened candidates.
9/11	<u>Client Report:</u> Consultant will electronically provide intermittent client report that describes recruitment activities and includes application materials of those candidates identified for screening interviews.
Week of 9/23	<u>Client Report Meeting:</u> The Consultant will meet with the District to review Consultant’s recommendations regarding top candidates; determine the short-list candidates to be interviewed.
Week of 9/30 or 10/7	<u>District Interviews:</u> District interviews short-listed candidates and determines finalists for further consideration. Consultant prepares all materials, coordinates candidate logistics and assists with facilitation of the short-listed candidate interviews.
Prior to Final Interviews	<u>Reference Checks:</u> Consultant conducts reference checks on the finalist candidates. Consultant prepares all materials and coordinates any assessment activities.
10/17	<u>Board Interviews:</u> Board conducts interviews of finalist candidates. Consultant prepares all materials, coordinate candidate logistics and assist with facilitation of the finalist candidate interviews.
NEGOTIATION OF OFFER	
Post Final Interviews	Consultant available to negotiate a salary offer and terms and conditions of employment with the selected candidate and conduct final criminal background check.