

**City of Ann Arbor, Michigan  
Parks and Recreation Services Manager  
Recruitment Schedule  
Draft 12/06/2021**

<b>Week of December 13</b>	<b>Position Announcement developed and draft sent to client for review and approval.</b>
<b>Week of December 20</b>	<b>Position Announcement is placed on appropriate websites and social media venues by GovHR USA .</b>
<b>Week of January 3</b>	<b>Consultants (Chuck Balling and Steve Scholten) meet virtually with stakeholders (client to schedule) to discuss key criteria for next Parks and Recreation Services Manager.</b>
<b>Week of January 17</b>	<b>Recruitment brochure copy developed and reviewed with client.</b>
<b>Week of January 24</b>	<b>Recruitment brochure posted on Gov HR website and shared with potential candidates.</b>
<b>Week of January 31</b>	<b>Candidate recruitment &amp; outreach</b>
<b>February 7</b>	<b>Application deadline</b>
<b>February 8-24</b>	<b>Consultants review resumes, conduct virtual interviews, Candidate evaluation and screening background reviews, due diligence, etc. Consultants narrow field to 5-10 candidates for further consideration by client.</b>
<b>February 25</b>	<b>Consultants submits Recruitment Reports to client.</b>
<b>Week of February 28</b>	<b>Consultants meet with client to review candidates and/or virtual interviews. Client selects candidates for interviews.</b>
<b>Week of March 7</b>	<b>Client conducts interviews. Consultants provide sample questions and assist with interview process. Determines when and if 2<sup>nd</sup> interviews will be held</b>
<b>April 2022</b>	<b>Parks and Recreation Services Manager appointed</b>