

# Polson City Manager Selection Process

## Nominal Time Table (Subject to change)

<b>Advertising Period and Applications Received:</b> Selected: <ul style="list-style-type: none"><li>○ Montana papers</li><li>○ Spokesman Review</li><li>○ National, regional and state city manager websites</li><li>○ ICMA monthly bulletin</li></ul>	<b>Days 1-21 of process</b>
<b>Applicant Resumes to Selection Committee Members:</b> <ul style="list-style-type: none"><li>● Committee members complete first evaluation form.</li><li>● Committee members rank top seven (7) candidates.</li></ul>	<b>Day 23</b>
<b>Selection Committee Meeting to Review 1st Evaluation and Ranking:</b> <ul style="list-style-type: none"><li>● Committee completes discussion and develops top seven (7) list.</li><li>● Committee gets phone references from letters sent to all candidates.</li></ul>	<b>Day 24-25</b>
<b>Phone Reference Names Received / Distributed to Committee Members:</b> <ul style="list-style-type: none"><li>● Committee members complete their assigned phone reference checks</li><li>● Committee members complete second (2<sup>nd</sup>) evaluation form</li><li>● Committee members rank their top three (3) candidates.</li></ul>	<b>Day 29-30</b>
<b>Committee Meeting-Review Phone Reference Checks-Top 3 Ranking:</b> <ul style="list-style-type: none"><li>● Committee members meet to review phone reference evaluations</li><li>● Committee members select top three (3) candidates<ul style="list-style-type: none"><li>○ To recommend to city council for interview</li></ul></li><li>● Two (2) alternate candidates are selected as part of this ranking<ul style="list-style-type: none"><li>○ In case a top three (3) candidate is not available<ul style="list-style-type: none"><li>▪ for interview date or</li><li>▪ no longer interested.</li></ul></li></ul></li><li>● Candidates remaining in pool but not in this ranking<ul style="list-style-type: none"><li>○ will be send letters of disqualification</li></ul></li></ul>	<b>Day 34-35</b>
<b>City Commission / City Manager Candidates Interviews /Open House:</b> <ul style="list-style-type: none"><li>● Public open forum<ul style="list-style-type: none"><li>○ interviews of each available city manager candidate</li><li>○ followed by public open house forum</li></ul></li><li>● It is recommended that no more than three candidates are interviewed by the city commission.</li></ul>	<b>Day 48-50</b>
<b>City Manager Candidates Respond with Intent to Proceed or Withdraw:</b>	<b>Day 51-52</b>
<b>City Commission Make Selection of New City Manager:</b>	<b>Day 53</b>