

Oak Park, Illinois

Village Manager Recruitment and Selection Timeline

September 7, 2021	Consultants meet via video/Zoom with ACM and Village Attorney to review recruitment process timeline and expectations.
September 20-October 13, 2021	<p>Consultants conduct stakeholder outreach:</p> <p><u>Internal</u></p> <ul style="list-style-type: none"> • Individual Trustee interviews • Department Directors (2-3 groups) • Employee survey <p><u>External</u></p> <ul style="list-style-type: none"> • Intergovernmental Partners (COG) • Business Services • Social Service Agencies/Nonprofit Community • Chairs of Boards and Commissions • Black & Brown Oak Park Residents • Community-wide Forums (2) • Community survey
October 20, 2021	Personnel Committee approves position announcement and ad list for distribution.
October 21, 2021	Position opens for applications
October 29, 2021	Consultants submit draft recruitment brochure to Personnel Committee for review and approval. Recruitment brochure is sent to potential candidates and GovHR database. In addition, GovHR consultants will personally reach out to qualified candidates.
November 19, 2021	Application deadline
December 10, 2021	GovHR sends recruitment report to Personnel Committee
December 13, 2021	GovHR meets with Personnel Committee to review candidates
December 16-17, 2021	Personnel Committee and designees conduct first round of interviews with shortlisted candidates, reduce candidate pool to 2-3 finalists.
Week of January 3, 2021	Village Board interviews finalist candidates.
Week of January 10, 2021	Village Board appoints Village Manager.

Updated 10/18/2021