

Crookston City Administrator Search Timeline
(Dates highlighted in yellow require Council attendance and approval)

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		December 23, 2019
Information gathering	<ul style="list-style-type: none"> ◆ Gather all pertinent background information ◆ Gather salary information and review job description ◆ Meet individually with each member of the City Council 	January 15, 2020
Professional profile	◆ Develop position profile and advertisement	February 3, 2020
Approve position profile	◆ City Council approves profile, job description, salary range, and hiring process	February 13, 2020 Special Meeting
Candidate recruitment	<ul style="list-style-type: none"> ◆ Post position immediately upon approval of profile ◆ Comprehensively advertise ◆ Email and phone calls to prospective candidates 	February 14, 2020- March 15, 2020
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	March 16, 2020
Video Interview	Each semifinalist will complete a video interview	April 1, 2020
Personality Index	DDA will administer a work-related personality index to all semifinalists.	April 1, 2020
Selection of finalists	<ul style="list-style-type: none"> ◆ City Council selects finalists for interviews ◆ DDA will notify candidates not selected as finalists 	April 13, 2020
Background check of all finalists selected for interviews	<ul style="list-style-type: none"> ◆ Includes: <ul style="list-style-type: none"> • Criminal background: county, state, national • Sex offender registry • Social Security number verification • Employment and education verification • Credit Check 	April 27, 2020
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	April 27, 2020
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	April 27, 2020
Finalist Packet	DDA will provide the Council information including: <ul style="list-style-type: none"> • Summary of references • Results of background checks • Personality index reports • Video interview • Resumes, etc. 	April 28, 2020
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that interviews be at a special meeting	May 4 & 5, 2020
Decision	City Council will select candidate for offer	May 5, 2020
Offer and agreement	DDA will negotiate agreement with selected person	May 8, 2020
Projected start date	New Administrator begins	June 8, 2020
Follow up	DDA will follow up periodically with the new Administrator	June 2021