

The Professional Development Company

711 Biorka Street Sitka, AK. 99835 P.O. Box 12 Haines, AK. 99827 9184 James Blvd. #6 Juneau, AK. 99801

Haines Borough Manager Hire

Assembly Support & Process Consulting

Sample 10 Step Process:

1. Job Fit Prep & Interview Procedure Review
2. Advertisement development/ placement
3. Create scoring matrix for applications
4. Applications accepted, reviewed by assembly members.
5. Application review meeting to determine candidate for first interviews.
6. Create interview questions
7. Candidates first interviews.
 Discussion for moving candidates forward to second interview.
 Reference checks (Personnel Committee?)
8. Second interviews with candidates.

 Discussion for moving candidates forward to Meet & Greet

 Background Checks (hire professional firm?)
9. Meet & Greet or Equivalent
10. Final decision meeting / offer job