

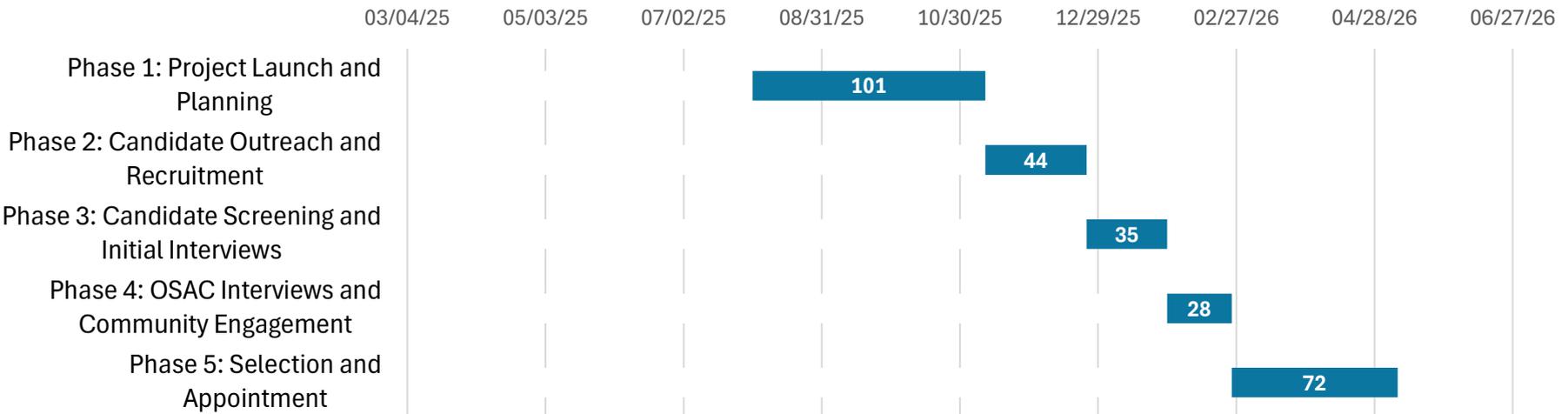
City of Tacoma - City Manager Recruitment **DRAFT** Plan

(edit items in red to update the timeline)

Item	Activity	Elapsed Days	Target Start Date	Target Completion Date	Responsible Party	Comments
	Start - edit this date to calculate			08/01/25		
<b>PHASE 1</b>	<b>PROJECT LAUNCH AND PLANNING</b>					
1	Develop Recruitment Overview	7	08/01/25	08/08/25	HR/Mayor/Council	Reviews and approves recruitment overview and timeline,
2	Develop Position Profile	7	08/08/25	08/15/25	HR/Mayor/Council	Update position profile (PDF), knowledges, skills, abilities,
3	Develop Detailed Screening Plan	7	08/15/25	08/22/25	HR/Mayor/Council	
4	Requisition Approval	7	08/22/25	08/29/25	HR/Mayor/Council	Submit Requisition for COT approval and recruitment
5	Research Executive Recruiting Firms (ERF)	14	08/29/25	09/12/25		HR researches and recommends up to 3 potential ERF's
6	OSAC Selects ERF	7	09/12/25	09/19/25	HR/Mayor/Council	Reviews potential ERF's and selects firm of screening plan (interviews, community forums, etc.)
7	ERF Contract Terms and Approval	30	09/19/25	10/19/25	HR	Contract from vendor, legal review, entered into Ariba
8	ERF Kick off meeting with OSAC Second meeting with OSAC and ERF?	12	10/19/25 10/10/25	10/31/25	HR/ERF	Prothman introductions, diverse outreach, milestones and decision points, ideal candidate Timeline, Prothman's plan
9	Consult with CMO Comms: Launch Stakeholder Survey (Content, Survey Posted on website)	10	10/31/25	11/10/25	HR/CMO Comms	Confirm details and work with CMO Communications to make a communications plan
<b>PHASE 2</b>	<b>CANDIDATE OUTREACH &amp; RECRUITMENT</b>					
10	ERF Launch Recruitment Campaign (ads and outreach) COT Post in NeoGov, Prothman provide updates	30	11/10/25	12/10/25	ERF	Post job, advertise in appropriate publications, leverage networks efforts?
11	Prothman conducts ongoing screenings Make space for outgoing members to weigh in on pool	14	12/10/25	12/24/25	ERF	COT selects/prepares (confidentiality/bias-awareness) interview panelists and schedules COT interviews
<b>PHASE 3</b>	<b>CANDIDATE SCREENING &amp; INITIAL INTERVIEWS</b>					Note: Election of new Council/Mayor certified 12/2/25
12	Prothman conducts interviews and evaluates qualifications Prothman assists with onboard new Council members	14	12/24/25	01/07/26	ERF	
13	Prothman presents semi-finalists to Council	7	01/07/26	01/14/26	Mayor/Council	
14	Council selects short list for interviews (6-8 candidates)	14	01/14/26	01/28/26	HR	
<b>PHASE 4</b>	<b>COUNCIL INTERVIEWS &amp; COMMUNITY ENGAGEMENT</b>					
15	OSAC conducts first round virtual interviews, closed session	14	01/28/26	02/11/26		
16	Finalists In-Person panels & community meet-n-greets	14	02/11/26	02/25/26		
<b>PHASE 5</b>	<b>SELECTION &amp; APPOINTMENT</b>					

17	Council deliberate (closed session) Vote to Negotiate Contract	7	02/25/26	03/04/26	Mayor/Council	
18	Offer Negotiations with Candidate	7	03/04/26	03/11/26	HR	
19	Contingent Offer Extended	7	03/11/26	03/18/26	HR	
20	Candidate Background/Reference Checks	14	03/18/26	04/01/26	ERF	
21	COT Council Confirmation	7	04/01/26	04/08/26	Mayor/Council	
22	Public Announcements	0	04/08/26	04/08/26	CMO Comms	Coordinate press release and communications plan
24	Candidates Begins Employment	30	04/08/26	05/08/26		
25	Candidate Onboarding and Orientation	60	05/08/26	07/07/26		

### City Manager Recruitment Timeline



## OSAC Meeting October 10, 2025

### DRAFT PROPOSAL – City Manager Interview Screening Plan and Schedule

(All dates need to be update to reflect new proposed schedule)

**Date: 12/19/25 (Addition to OSAC Standing Schedule)**

Prothman presents 8-10 candidates to OSAC in closed session. OSAC narrows pool down to 6-8.

**Date: 12/23/25**

OSAC recommends 6-8 candidates to City Council in closed session. Prothman in attendance.

CC narrows pool to 4-6 candidates for first round of virtual interviews with OSAC.

**Date: Week of 12/29/25 VIRTUALS INTERVIEWS**

4-6 First round of interviews with OSAC.

**\*\*Hold time now on OSAC calendars\*\***

**Date: Week of 1/5/26**

Decisions to narrow the pool to 3-4 candidates to be invited to in-person interviews.

Give at least one week, possibly two weeks' notice prior to interview dates.

**Date: Week of 1/12/26, or 1/19/26 ALL CANDIDATES IN TACOMA FOR IN-PERSON INTERVIEWS**

**Date: TBD - Day 0 Candidate arrival in afternoon/evening**

Time	Activity/Location	POC
pm	Hotel room reservations	
	Self-Guided Tours?	
	Dinner with Council Members??	

**Date: TBD Day 1 In-Person Interviews with 3-4 candidates**

Time (50 mins each)	Activity/Location	POC
7:00 am	Set up and support staff prep	<b>Facilitator(s)</b>
	<b>Panel 1 – OSAC - Convention Center Rm#</b>	<b>Moderator 1:</b>
8:30	Cand 1	
9:30	Cand 2	
10:30	Cand 3	
11:30	Cand 4	
12:30	Cand Box Lunch & Leave (Panel complete survey during lunch)	
	<b>Panel 2 – Community Leaders - Convention Center Rm#</b>	<b>Moderator 2:</b>
8:30	Cand 2	
9:30	Cand 3	
10:30	Cand 4	
11:30	Cand 1	
12:30	Cand Box Lunch & Leave (Panel complete survey during lunch)	
	<b>Panel 3 – City Leaders - Convention Center Rm#</b>	<b>Moderator 3:</b>
8:30	Cand 3	
9:30	Cand 4	
10:30	Cand 1	
11:30	Cand 2	
12:30	Cand Box Lunch & Leave (Panel complete survey during lunch)	
	<b>Panel 4 - ?? Community</b>	<b>Moderator 4:</b>
8:30	Cand 4	
9:30	Cand 1	
10:30	Cand 2	
11:30	Cand 3	
12:30	Cand Box Lunch & Leave (Panel complete survey during lunch)	
1:30	Compile Feedback for OSAC/Full Council	<b>Facilitator(s)</b>

2:30-3:30	OSAC/Full Council? Feedback Review Session (and decision for next day)	Facilitator(s), ERF
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**Day 2 (same day or next): Final Interviews and Presentations**

Televised public meeting, candidates present their qualifications to the community and respond to a set of questions from City Council (questions from the stakeholder survey).

Opportunity for stakeholders to interact with candidates (individual tables set up in Convention Center lobby). Should we survey the community? If so, collect it separate from the panelist survey?

Time (30 mins each)	Activity/Location	POC
	<b>Part 1: Presentation and Q&amp;A, Rm#</b>	
4:00pm	Cand 1	
4:30	Cand 2	
5:00	Cand 3	
5:30	Cand 4	
6:00	Break	
6:00-7:30pm	<b>Part 2: Meet &amp; Greet Reception with Candidates and Stakeholders</b>	
	Each candidate has a table that stakeholders can visit and interact with candidates.	

**Day 2**

**Candidates rotate through one on one's (or one on two's) with Council Members**

Time (30 minutes each)	Activity/Location	POC
9:00 am	Cand 1	
10:00	Cand 2	
11:00	Cand 3	
12:00	Cand 4	

## City Manager Candidate Feedback Survey

### Introduction:

Thank you for serving as a panelist in the City Manager recruitment process. Your feedback will help City Council understand how each candidate presented themselves in the interview. Please respond based on your observations during the interview.

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### 1. Candidate Name:

*(Dropdown or fill-in field)*

### 2. Based on the interview, how effectively did the candidate demonstrate the following?

*(5-point scale: 1 = Not Demonstrated, 5 = Strongly Demonstrated)*

- **Creating the New and Different:** Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Focuses on Performance:** Holding self and others accountable to meet commitments.
- **Influencing People:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Making Complex Decisions:** Making sense of complex, high quality and sometimes contradictory information to effectively solve problems.
- **Being Authentic:** Stepping up to address difficult issues, saying what needs to be said.
- **Focuses on Performance:** Consistently achieving results, even under tough circumstances.
- **Optimizing Diverse Talent:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- **Influencing People:** Painting a compelling picture of the vision and strategy that motivates others to action.

### 3. What stood out as the candidate's greatest strengths?

*(Open text box)*

### 4. Were there any areas of concern or development you noted?

*(Open text box)*

### 5. How well does the candidate's background and approach align with the City's values and priorities?

*(5-point scale)*