

# CAMBRIDGE CITY CLERK SEARCH TIMELINE

<b>Week</b>	<b>Dates</b>	<b>Task/Goal</b>	<b>Point Person</b>
Week 1 & 2	2/6/22 - 2/19/22	Councillors submit feedback on Job description	Naomi Stephen
Week 3	2/20/22 - 2/26/22	Finalize Job Description February 20th	Naomi Stephen and Sheila Keady Rawson
Week 4	2/27/22 - 3/1/5/22	Post Job Description February 28th <a href="https://www2.cambridgema.gov/viewjoblisting.cfm?Job_ID=2774">https://www2.cambridgema.gov/viewjoblisting.cfm?Job_ID=2774</a>	Sheila Keady Rawson
Weeks 5 -8	3/6/22 - 3/30/22	Recruit Candidates and gather resumes	Naomi Stephen, Sheila Keady Rawson, City Councillors, Community
Week 8	3/27/27 - 4/2/22	Review of Resumes will begin March 30th, position open until filled.	Naomi Stephen first review.
Week 9	4/3/22 - 4/9/22	Schedule first round of interviews of 8-10 preliminary candidates	Naomi Stephen
Week 10	4/10/22 - 4/16/22	Preliminary Interviews April 11, 12 or 13 and identify 3 - 4 finalists	Screening Committee
Week 11	4/17/22 - 4/23/22	Reference and Background Checks of Finalists	Naomi Stephen, Sheila Keady Rawson, Screening Committee
Week 12-13	4/24/22 - 5/7/22	Tentative Full City Council Interviews May 1st	Naomi Stephen Schedule Monday afternoon of City Council
Week 14	5/8/22 - 5/14/22	Tentative Selection and Vote by Council May 8th	Naomi Stephen Schedule Monday afternoon of City Council
Week 15	5/15/22 - 5/21/22	Negotiation of Contract	City Council
Weeks 16 - 21	5/22/22 - 6/25/22	Onboarding period with Anthony Wilson	Anthony Wilson