

**SCHEDULE A**  
**PROJECT WORK PLAN - CAO RECRUITMENT SERVICES**

Task Name	Detail	Planned Start Date	Planned End Date	Assigned To	W&U Time Estimate	Total Cost
<b>Initial Planning</b>						\$ 725.00
Initial meeting with Recruitment Team	Finalize process document and timing. On-site.	Week 1	Week 1	W&U / Recruitment Team	3	
Provide Recruitment 101 Education Session	Educate Recruitment Team regarding privacy, discrimination and confidentiality best practices in recruitment for Municipalities. On-site. Tips and ethics and Council protocols for confidential and professional executive recruitment.	Week 1	Week 1	W&U	0	
Prepare Project Charter	Finalize work plan with timelines and accountabilities.	Week 2	Week 2	W&U	2	
Recruitment Team approval of Work Plan and Charter		Week 2	Week 3	Recruitment Team	0	
<b>Job Definition</b>						\$ 2,195.00
Organizational Analysis -Senior/Key Staff	Conduct competencies exercise with Senior Staff. Short and long-term considerations. Organizational needs, leadership needs, etc. qualifications, competencies, and experiences. On-site.	Week 4	Week 4	W&U / Senior Staff	6	
Organizational Analysis -Council	Conduct competencies exercise. Strategic Vision and Leadership discovery exercise. Short and long-term considerations. Qualifications, competencies, and experience. On-site.	Week 4	Week 4	W&U / Council	6	
Review and Finalize Compensation Package	Address any issues with current market, if applicable. Use Sunshine List.	Week 4	Week 4	W&U	1	
Finalize and document Overall Hiring Criteria	Qualifications, competencies, designations, experiences, etc.	Week 5	Week 5	Recruitment Team/W&U	2	
Finalize Job Description	Review and revise Job Description based on current context and future needs of the Township.	Week 5	Week 5	W&U	2	
Recruitment Team approval	Approval of Job Description, ad and competencies/hiring criteria	Week 6	Week 6	Recruitment Team	0	

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Task Name	Detail	Planned Start Date	Planned End Date	Assigned To	W&U Time Estimate	Total Cost
<b>Marketing</b>						\$ 1,435.00
Prepare Job Advertisement	Use Executive Job Ad Format	Week 6	Week 6	W&U	2	
Research marketing options	Municipal websites, LinkedIn and other national online formats. Local marketing as appropriate.	Week 6	Week 6	W&U	2	
Finalize the Marketing Plan	Confirm costs and timelines	Week 6	Week 7	W&U	1	
Recruitment Team approval	Approval of the marketing budget and advertisement	Week 7	Week 7	Recruitment Team	0	
Actual Posting Process	Running ads	Week 7	Week 7	W&U	3	
Prepare and design Executive Marketing package	Including Municipal history, strategic direction, other organization information, short and long job ad. Available on Township website and via email to serious applicants.	Week 8	Week 8	W&U	5	
Communication Plan with all Staff	Coordinate communication with staff to ensure adequate information is available to staff.	Week 7	Week 8	Staff	0	
<b>Resume Collection</b>						\$ 600.00
Collect/Sort/File incoming resumes		Week 8	Week 11	W&U	2	
Respond to applicant Inquiries	Respond to applicant inquiries on behalf of the Township	Week 8	Week 11	W&U	2	
Send acknowledgement Email	Automatic reply to confirm receipt of email to all applicants	Week 8	Week 11	W&U	1	
Prepare Applicant Tracking Spreadsheet	Track all applicants	Week 8	Week 8	W&U	1	

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Task Name	Detail	Planned Start Date	Planned End Date	Assigned To	W&U Time Estimate	Total Cost
<b>Applicant Screening</b>						\$ 2,675.00
Initial Screening of resumes based on measurable Hiring Criteria	See above in Job Definition. Establish a short list, excluding definite "no's".	Week 12	Week 12	W&U	4	
Review shortlist candidates with Recruitment Team	Confidential review with Recruitment Team.	Week 12	Week 13	W&U / Recruitment Team	1	
Shortlist for phone screening	Identify most qualified candidates using hiring criteria.	Week 12	Week 13	W&U	1	
Recruitment Team Approval	Max of 10 candidates.	Week 13	Week 13	W&U / Recruitment Team	1	
Prepare Phone Interview Guide		Week 13	Week 13	W&U	1	
Schedule Phone Interviews		Week 13	Week 13	W&U	0	
Phone Screenings	Enter all responses on spreadsheet for easy comparison.	Week 13	Week 14	W&U	10	
Debrief Recruitment Team- Shortlist for first interviews	Facilitate choice of short list (max of 5 candidates). Use matrix to assess and determine shortlist for first interviews.	Week 14	Week 14	W&U / Recruitment Team	1	
Contact Screened out Applicants	Only those we will not pursue further	Week 14	Week 14	W&U	1	
Recruitment Team approve finalists for First Interviews.	Ideally 5 candidates or less.	Week 14	Week 14	Recruitment Team	0	

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Task Name	Detail	Planned Start Date	Planned End Date	Assigned To	W&U Time Estimate	Total Cost
<b>First Interviews</b>						\$ 1,895.00
Develop first Interview Guide	Including format of first interviews to ensure consistency across the Council.	Week 15	Week 15	W&U	2	
Schedule first Interviews	Determine best location to facilitate considering confidentiality. W&U location is available.	Week 15	Week 16	W&U	1	
Send Executive Marketing package to shortlisted applicants		Week 15	Week 15	W&U	1	
Conduct Recruitment Team education session	Interview how to's and what not to ask.	Week 16	Week 16	W&U / Recruitment Team	1	
Facilitate first Interviews	Five interviews all in one day.	Week 16	Week 16	W&U / Recruitment Team	7	
Debrief and Shortlist for next steps	Use matrix and weighting to establish best overall candidates. Shortlist max of 3 candidates.	Week 16	Week 16	W&U / Recruitment Team	1	
Acknowledge screened out applicants		Week 16	Week 16	W&U	1	
<b>Second Interviews</b>						\$ 1,405.00
Develop second Interview Guide	Including specific scenario questions or a presentation/report exercise. Scenarios provided by Staff/Council.	Week 17	Week 17	W&U / Recruitment Team / Senior Staff	3	
Recruitment Team approve interview questions and process		Week 17	Week 17	Recruitment Team	0	
Schedule and facilitate second interviews	Determine best location to facilitate confidential interviews in North Huron.	Week 18	Week 18	W&U	6	
Debrief and Facilitate Shortlist decision	Use matrix and weighting to establish best overall candidates. Identify preferred two candidates.	Week 19	Week 19	W&U / Recruitment Team	1	

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<b>Final Interviews - All Council/SMT</b>						\$ 825.00
Develop final Interview Guide	Including specific scenario questions or a presentation/report exercise. Scenarios provided by Council.	Week 20	Week 20	W&U / Recruitment Team	2	
Recruitment Team approve interview questions and process	Identify candidate specific questions if necessary.	Week 20	Week 20	Recruitment Team	0	
Schedule and facilitate final interviews	Determine best location to facilitate confidential interviews in North Huron. Separate meeting with senior management.	Week 21	Week 21	W&U / Council/SMT	3	
Debrief and Facilitate Final Candidate Selection	Identify preferred candidate.	Week 21	Wee 21	W&U / Recruitment Team	1	
<b>Verification</b>						\$ 500.00
Contact Applicant(s) for IDs	Final candidate only	Week 22	Week 22	W&U	1	
Background Check	Criminal, credential, credit and driving records.	Week 22	Week 22	W&U	1	
References	Reference Checking Tool	Week 22	Week 22	W&U	2	
Employment Testing	DISC Behavioural Assessment and other testing.	Week 22	Week 22	W&U	1	
<b>Hiring Choice</b>						\$ 1,015.00
Transition Plan	Prepare recommendations for transition. Use Job description as starting point.	Week 23	Week 23	Recruitment Team	0	
Development Plan recommendations	Prepare notes on final candidate for Council and to prepare recommended development plan.	Week 23	Week 23	W&U	1	
Prepare Employment Offer		Week 23	Week 23	W&U	2	
Recruitment Team approve employment offer		Week 23	Week 23	Recruitment Team	0	
Mediate and facilitate negotiation or Agreement		Week 23	Week 23	W&U	3	
Finalize Employment Agreement		Week 23	Week 24	W&U	1	
Acknowledge unsuccessful candidates		Week 24	Week 24	W&U	1	

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Task Name	Detail	Planned Start Date	Planned End Date	Assigned To	W&U Time Estimate	Total Cost
<b>Onboarding</b>						\$ 1,450.00
Draft orientation plan with newly hired CAO/Clerk and Council		Week 25	Week 25	W&U/Recruitment Team	2	
Draft Press Release		Week 25	Week 26	Council	0	
Draft internal Communication		Week 25	Week 26	Council	0	
Office, Tools, Equipment		Before Start Date	Before Start Date	Administration staff	0	
Performance Feedback Facilitation	Assist Council to provide feedback to the new CAO/Clerk.	TBD	TBD	W&U	5	
New Hire/ Client Check-in (three months and six months)		TBD	TBD	W&U	3	
<b>Additional Estimates</b>						\$ 700.00
Travel Time	Six Trips Assumed - split costs between W&U and North Huron (\$150 / trip)				4	
Job Advertisements	Cost of job advertisements will be billed above and beyond proposal amounts as per the approved advertising plan					
Employment Testing	DISC Behavioural Assessments are complimentary. W&U can utilize other employment test providers for an additional fee.					
Employment Lawyer	As needed, additional fees will apply					
						\$ 15,420.00