



## FIRE CHIEF RECRUITMENT 2017

DATE:	TASK:	CHAMPION(s)	Date Completed:
PROMOTE			
February 9 <sup>th</sup> 2017	Finalize Job AD & JOB POSTING	Phil and Sharon	February 10 <sup>th</sup>
February 10 <sup>th</sup> 2017	Post Job AD - OAF, Municipal World.	Phil	February 10 <sup>th</sup>
February 10 <sup>th</sup> 2017	Post Job AD - Local Media and Municipal website	Kathy Adams	February 15 <sup>th</sup>
February 15 <sup>th</sup> 2017	Meet with FDNH Fire Officers - Wingham Fire Station 7pm.	Phil	February 15 <sup>th</sup>
February 21 <sup>st</sup> 2017	Establish Hiring Committee with Reeve & Council	Sharon & Council	
February 27 <sup>th</sup> 2017	JOB POSTING Closes 4pm	-	
REVIEW & SHORTLIST			
March 2 <sup>nd</sup> 2017	Review Applications and Short List	Hiring Committee	
March 3 <sup>rd</sup> 2017	Review and Update Fire Chief Interview Questions	Phil	
March 3 <sup>rd</sup> 2017	Brief Information Report to North Huron Council - Summary of Applications	Phil	
INTERVIEW & EVALUATE			
March 3 <sup>rd</sup> 2017	Contact "1 <sup>st</sup> Round" Applicants and Schedule Interviews	Phil	
March 6 <sup>th</sup> – 10 <sup>th</sup>	1 <sup>st</sup> Round interviews	Hiring Committee	
March 10 <sup>th</sup> 2017	Contact "2 <sup>nd</sup> Round" Applicants and Schedule Interviews <b>(If required)</b>	Phil	
March 13 <sup>th</sup> – 17 <sup>th</sup>	2 <sup>nd</sup> Round interviews <b>(If required)</b>	Hiring Committee	
March 18 <sup>th</sup> 2017	Informal Investigation and Reference Checks of "Candidate A"	Phil	
RECOMMENDATION & NEGOTIATION			
March 20 <sup>th</sup> 2017	Recommendation to Council – In camera (Next available Council meeting April 3 <sup>rd</sup> )	Phil & Sharon	
March 21 <sup>st</sup> 2017	Initial offer of Employment to Candidate A	Sharon	
March 24 <sup>th</sup> 2017	Negotiate with Candidate A	Sharon	
March 27 <sup>th</sup> 2017	Offer Accepted	Candidate A	
April 3 <sup>rd</sup> 2017	FIRE CHIEF – START DATE	Candidate A	