



TO: Kira Tchang, Assistant City Manager/Human Resources Director
Oak Park Personnel Committee Members

FROM: Dele Lowman, Senior Vice President, GovHR USA
Katy Rush, Vice President, GovHR USA

DATE: December 17, 2021

RE: Final Village Manager Interview & Selection Process

Pursuant to the December 14, 2021 meeting with the Personnel Committee, following is an overview of the remaining steps in the Village Manager interview and selection process.

FIRST ROUND INTERVIEWS - January 4 and 6, 2022, 4-8 p.m.

Following the candidate presentation by GovHR, the Personnel Committee advanced 6 candidates to the first round of interviews and confirmed that the process will be virtual. Personnel Committee members will conduct the interviews in a panel format. Interviews will be split across two days, and each will be scheduled for 50 minutes with 10 minutes between candidates to allow for scoring and a short break. Upon completion, Committee members will identify 2-3 candidates to advance to final interviews.

FINAL INTERVIEWS - January 25-26, 2022

This will be a two-day, in-person interview process conducted by the Village President and Board of Trustees to facilitate meaningful engagement from both internal and external stakeholders and to conduct a thorough assessment of the candidates. Personnel Committee members agreed that spouses of out-of-town finalists may attend at the Village's expense to allow them to familiarize themselves with the community.

Day 1

- **Tours of Community and Village Facilities** - Tours conducted by a high-level staff member in either Public Works or Police (e.g., Assistant or Deputy Chief).
- **Department Head Panel Interviews** - Department heads will provide their feedback on the candidates via survey.
- **Virtual Community Forum** - In light of the persistent public health threat posed by COVID, the Personnel Committee opted to hold a virtual forum instead of an in-person meet and greet. The Village should begin soliciting questions from citizens, employees, and stakeholders. GovHR will synthesize those questions and facilitate an engaging Q&A with the finalists. Because a virtual forum is a one-way process, we recommend that participants be directed to a short survey at the

end of the session to provide their feedback and impressions of the candidates. This feedback can be shared with the Village Board during their deliberations at the end of Day 2.

Day 2

- **Collaboration & Partnership Panel** - iGov representatives, Board and Commission Chairs, Business and Social Service representatives
- **Inclusion, Belonging, & Sustainability Panel** - Representatives of Black Oak Park communities, multifamily housing communities, and sustainability interests
- **Village Board Interview Panel** - The consultants will work with Kira Tchang to create a scenario to which the finalists will respond in memo format prior to their arrival. In addition to giving Board members the opportunity to evaluate their written communication, finalists will verbally summarize their memo and take questions.
- **Debrief** - Representatives from Collaboration and Inclusion panels share feedback with the Village Board in separate sessions. The Department Head interview feedback will be gathered via Survey Monkey tool.
- **Board Deliberations** - If a candidate is selected, the Board will authorize GovHR or staff to prepare a letter of offer.

We look forward to advancing this process and hearing your feedback.