

City of Cincinnati, OH

Police Chief

Recruitment Work Plan and Project Schedule

PERFORMANCE TARGET	ACTIVITY
LEADERSHIP ENGAGEMENT AND STAKEHOLDER ENGAGEMENT	
<p>JULY 26, 2022, AND AUGUST 2, 2022</p>	<p>Leadership Meetings Initial Meetings with City Executives. Review position profile, ideal candidate profile, recruitment schedule, stakeholder outreach and general expectations.</p>
<p>AUGUST 12, 2022 WEEK OF AUGUST 15, 2022</p>	<p>Stakeholder Engagement Cincinnati CM and CPS meet with Freedom Friday Group. Prepare survey for CPD employees and community, send to Cincinnati CM office for review.</p>
<p>AUGUST 28- SEPTEMBER 8 WEEK OF SEPTEMBER 5</p>	<p>CPS/Cincinnati to set up Councilperson Meetings. CPS meets with Councilpersons to get feedback on ideal candidate characteristics and priorities of the new Chief. Cincinnati CM sends out CPD employee survey and website link for resident survey.</p>
<p>TBD SEPTEMBER 28 WEEK OF OCTOBER 3, 2022</p>	<p>CM Sheryl Long and CPS meet with other stakeholder groups. Survey Results Due. CPS Submits Community Stakeholder Engagement Report to Cincinnati CM.</p>
PREPARE RECRUITMENT MATERIALS	
<p>WEEK OF AUGUST 29, 2022</p>	<p>Recruitment Brochure</p> <ul style="list-style-type: none"> - Initial feedback summarized and submitted to client. - Consultants submit recruitment brochure text for review.
<p>WEEK OF SEPTEMBER 5, 2022</p>	<p>Marketing</p> <ul style="list-style-type: none"> - Client submits final revisions to recruitment brochure text. - Consultants prepare recruitment and advertising materials - Client provides final approval of brochure.
ACTIVE RECRUITMENT	
<p>SEPTEMBER 12, 2022</p>	<p>Advertising</p> <ul style="list-style-type: none"> - Consultants post the job to various websites and publications, the agency website, CPS HR website, and various professional associations. - Consultants will also send an initial e-mail blast to its relevant database of professionals.
<p>SEPTEMBER 13, 2022- OCTOBER 12, 2022</p>	<p>Aggressive Recruiting/Application Process</p> <ul style="list-style-type: none"> - Consultants follow up with targeted/qualified candidates (those who are a match to the candidate profile) to ascertain interest and encourage applications. Conversations with the client and

stakeholder feedback will assist in determining the best avenues for follow up.

- Candidates apply through the CPS HR website, with receipt of applicant materials acknowledged. The consultants vet candidate applications against minimum qualifications. Consultants provide weekly updates to the client regarding recruitment activities.

OCTOBER 13, 2022 Active recruitment period ends

SELECTION PROCESS

OCTOBER 17-28, 2022 **Screening interviews completed**

- Consultants conduct comprehensive screening interviews with all candidates who meet the minimum qualifications as described in the job announcement; dependent on geography these discussions will be conducted either phone or via Teams. Consultants will also conduct media checks on all screened candidates.

NOVEMBER 7, 2022 **Candidate Review Meeting w/ CM**

- CM Sheryl Long will review consultants' recommendations regarding top candidates; determine the short-list candidates to be interviewed by the CM and possibly other subject matter experts, staff, etc.
- Client Reports will be delivered for Client review prior to the meeting. Consultants will be present to facilitate discussion.

WEEK OF NOVEMBER 14, 2022 **Semifinal Interviews:**

- Interview shortlisted candidates and determine finalists for further consideration.
- Consultants prepare all materials, coordinate candidate logistics, and assist with facilitation of the short-listed candidate interviews.

COMPLETED 3-5 DAYS POST SEMI-FINALIST INTERVIEWS **Reference/Assessment Activities**

- Consultants conduct reference/background checks on the finalist candidates. Consultants prepare all materials and coordinate any assessment activities.

WEEK OF NOVEMBER 28, 2022 **Final interviews**

- Conduct interviews with finalist candidates and approve selection.
- Town Hall/meet and greet where residents can ask finalists questions. Format TBD.
- Other assessment and candidate activities TBD.
- CPS HR prepares all materials, coordinates candidate logistics and assists with facilitation of the finalist candidate interviews.

NEGOTIATION AND START DATE

DECEMBER 5- DECEMBER 23, 2022 CM Sheryl Long negotiates a salary offer and terms & conditions of employment with the selected candidate and CPS HR conducts a final criminal background check.

JANUARY 17, 2023 Approximate Start Date