

| ACTION PLAN-COUNTY ATTORNEY   |  |                               |
|---|--|-------------------------------|
| Task  | Assigned To                            | Timeline                      |
| <ol style="list-style-type: none"> <li>1. Research active publications and websites for advertising, make a determination on participation and determine costs. May include: National Association of Counties (NACO)</li> <li>2. Virginia Association of Counties (VACO)</li> <li>3. Virginia Town and City (VML publication)</li> <li>4. Alliance for Innovation</li> <li>5. Indeed.com</li> <li>6. County website</li> <li>7. County Facebook page</li> <li>8. County Twitter</li> <li>9. Virginia Lawyers</li> <li>10. VA Bar Association</li> </ol> | HR,                                    | By February 1                 |
| Develop community profile and position profile<br><b>Posting February 1-March 1</b>   | HR, CE                                 | BY February 1                 |
| <b>Consider Identifying stakeholders and decide on feedback format (survey, meeting, etc.).</b><br><i>This input is used in developing selection criteria (interview questions, writing samples, role play exercise)</i><br>Possible stakeholders may include:<br>County Attorney's Office staff, Leadership Council, School Administration, County Executive Office staff  | BOS                                    | By March 4                    |
| Collect Feedback  |  | Feedback received by March 11 |
| Initial screening sheet development   | HR/CE to draft, BOS review and comment | Week of February 29           |
| Scheduling dates for first and second round interviews  | HR/CE to draft, BOS review and comment | Week of February 29           |
| Application screening<br><br>HR reviews and screens each application based on minimum qualifications and identified criteria and identifies candidates whose qualifications most  | HR                                     | By March 11                   |

|   |  |   |
|---|--|---|
| closely match established criteria<br><br>BOS members have access to review all applicants through TalentED Application screening   |  |   |
| Invite candidates to Phone Screening  | HR                                     | Week of March 14                                    |
| Proposed Interview questions and additional selection tools (such as writing exercise to assess writing, analytical and research skills) developed based on BOS and stakeholder input | HR/CE to draft, BOS review and comment | By March 18   |
| Phone Screening (depending on number of applicants remaining after initial screening)   | HR, BOS review on TalentEd             | Week of March 21                                    |
| Invite to 1 <sup>st</sup> round interviews  |  | Week of March 28                                    |
| First round interviews  | All BOS members                        | TBD- Possible week of April 4 or week of April 11   |
| Reference checks for applicants advancing to second round interviews.   | HR                                     | TBD-Possible week of April 11 or week of April 18   |
| Invite to 2 <sup>nd</sup> round interview   | HR                                     | TBD-Possible week of April 11 or week of April 18   |
| Second round in-depth interviews  | All BOS members                        | TBD – Possible week of April 18 or week of April 25 |
| Final Candidate selected  | All BOS members                        |   |
| Total Compensation negotiation  |  |   |
| Compensation recommendation from HR   |  |   |
| Verbal offer extended   |  |   |
| Offer letter and onboarding process   | HR                                     |   |
| Larry Davis' last day   |  | May 31, 2016  |

Considerations throughout process

- 1) Maintaining applicant confidentiality
- 2) Budget for advertising, travel expenses
- 3) BOS availability and schedules

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