

ACTION PLAN-COUNTY ATTORNEY		
Task	Assigned To	Timeline
1. Research active publications and websites for advertising, make a determination on participation and determine costs. May include: National Association of Counties (NACO) 2. Virginia Association of Counties (VACO) 3. Virginia Town and City (VML publication) 4. Alliance for Innovation 5. Indeed.com 6. County website 7. County Facebook page 8. County Twitter 9. Virginia Lawyers 10. VA Bar Association	HR,	By February 1
Develop community profile and position profile Posting February 1-March 1	HR, CE	BY February 1
Consider Identifying stakeholders and decide on feedback format (survey, meeting, etc.). <i>This input is used in developing selection criteria (interview questions, writing samples, role play exercise)</i> Possible stakeholders may include: 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 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 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 st 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 nd 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

DRAFT