TOWN OF HERNDON, VIRGINIA
Town Manager Search Timeline
Updated: October 30, 2024

Project Tasks	Deliverables	Target Date
Project Kickoff	Kick off one-on-one phone calls with Town Council Members	December 2 – 13, 2024
Brochure Approval	Baker Tilly meets with Town Council and discusses the recruitment process; Town Council reviews and approves the brochure.	January 7, 2025; Council Meeting 7 pm
Advertising and Recruitment	Deadline for receipt of resumes and application materials	February 6
Applicant Review	Baker Tilly screens applications and administers/reviews supplemental questionnaires; video interviews; initial media background checks; conducts telephone interviews	February 7 - 19
Semi-Finalist Report and Video Interviews	Town Council receives confidential Semi-Finalist Report and link to candidate recorded video interviews; reviews all candidate materials	February 20
Finalists Selected	Town Council selects finalists; discusses preferences for the interview process	March 4
Background Check/Reference Checks	Baker Tilly completes reference checks/background checks/academic verification on finalists	10-15 business days from finalist selection
Interviews with Finalists	Town Council and Town Leadership Team conducts interviews with finalists and selects the top candidate	TBD
Employment Offer Made/Accepted	An employment offer is extended to the selected candidate	TBD

The Town agrees to promptly provide photos, graphics, and necessary information to develop the recruitment brochure, narrow the candidate field, and conduct candidate interviews. Failure to comply may result in an extension of the timeline at Baker Tilly's reasonable discretion and impact the outcome of the process.