



MEMORANDUM

To: Mayor Lovett
From: Alan Gould
Subject: Recruitment Update
Date: September 21, 2016

We have received resumes from 36 candidates. These resumes were received from candidates in 17 states, and one from an Air Force Base in the UK. There were 6 candidates each from VT and NH; 5 from VA, 4 from FL, 3 from MA; and 1 each from ID, GA, NJ, TX, WV, WI, WA, CT, NY, OR, AZ. Of these candidates, 2 have a Juris Doctor & Master's degree, 2 hold a Juris Doctor and Bachelor's degree, 26 have Master's degrees, and 5 candidates have Bachelor's degrees.

The resumes have been ranked by the team and essays are being sent to the top 16 candidates. We are providing more time than usual for the essays because the ICMA conference runs from 9/25 through 9/28 and we're sure a number of candidates will make that a priority over the next week. The essay responses will be reviewed by the MRI team and we will then begin our preliminary background work in preparation for our phone interviews which should be completed by 10/21. Upon completion of the phone interviews we'll get the submittals of the remaining candidates to the screening committee for review.

Please don't hesitate to contact me with questions.