



## MEMORANDUM

**To: Mayor Lovett**  
**From: Alan Gould**  
**Subject: Recruitment Update**  
**Date: September 14, 2016**

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At this point in the process we have received resumes from 26 candidates. These resumes were received from 15 different states including: NH, MA, VT, NY, GA, VA, FL, TX, CT, ID, WA, NJ, WV, WI and OR.

Resumes are now being reviewed. We expect that all resumes will be reviewed within a few days of the September 19<sup>th</sup> deadline, at which time I can provide a more complete update. Once all resumes have been reviewed and ranked, essay questions will be distributed to the top tier of candidates, which at that point may be 12 to 18 candidates. 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.

Please don't hesitate to contact me with questions.