

**CITY OF DALLAS, TEXAS**  
**City Manager**  
**Executive Search Timeline**

*Updated: August 13, 2024*

PROJECT TASK	DELIVERABLES	TARGET DATE
<b>Search Agreement</b>	Baker Tilly works with the City of Dallas to secure a fully executed search agreement.	<b>Week of June 3, 2024</b>
<b>Project Kickoff</b>	Baker Tilly meets with Mayor Pro Tem Atkins to identify possible next steps and begin the process of profile development, project scope, and search timeline.	<b>Tues., June 11</b>
<b>Profile Development</b>	Begin process of profile and recruitment brochure preparation (based upon Mayor Pro Tem input). Begin review of employee and community survey results and prepare summaries and incorporate into Profile.	<b>June / July</b>
<b>Final Review/Approval of Brochure Draft</b>	A final Profile and Brochure prepared for review by Mayor Pro Tem Atkins and Committee.	<b>Thurs., Aug. 1</b>
<b>Nationwide Search Begins</b>	Baker Tilly launches nationwide marketing, recruitment, and outreach campaign. Announcement posted.	<b>To Be Determined</b>
<b>Candidate Review Begins by Consultants</b>	Baker Tilly begins first review and classification of all applications.	<b>Mon., Sept. 16</b>
<b>Written Questionnaire, Due Diligence and One-Way Interviews</b>	Baker Tilly assigns Due Diligence (DD), Written Candidate Questionnaire (CQ) One-Way video interviews (HV)	<b>Sept. 17 - 25</b>
<b>Semifinal Report</b>	Baker Tilly emails Semifinal Report to Mayor Pro Tem and Committee. This report includes, resumes, cover letter, completed DD and CQ and a link to recorded video interviews.	<b>Thurs., Sept. 26</b>
<b>Finalists Selection</b>	Consultants meet with Mayor Pro Tem and Committee to review Semi-finalist candidates; decision made to narrow candidates for an in-person or virtual interview. Baker Tilly notifies candidates.	<b>Wed., Oct 9</b>
<b>Background Report</b>	Baker Tilly updates candidates not selected; secures authorizations from selected finalists.  Baker Tilly begins reference checks, assigns leadership assessment, conducts background report check, academic verification, and media scan.	<b>10-15 business days from finalist selection</b>
<b>Final Report</b>	Baker Tilly emails Final Report to client. The Final Report includes reference report, media, and online presence findings.  Confidential background reports and leadership assessments will be available on finalists selected.	<b>TBD</b>
<b>Interviews</b>	City conducts on-site interviews with finalists and may select finalist.	<b>Oct. 21, 22, 23</b>
<b>Employment Offer Extended</b>	Client extends employment offer to a finalist. Baker Tilly consultants are available to assist with employment offer if requested.	<b>Thurs., Oct. 31</b>

**Note:** The above dates are tentative and pending discussion, agreement and approval from the city council or appointing authority.

\* Start date may be contingent on the finalist's current employment status and availability. A two weeks' notice is reasonable. However, an individual selected may require a 30-day or 60-day notice of intent to separate from service due to contractual obligations.