



CITY MANAGER
HIRING PLANNING COMMITTEE
AGENDA

Remote Meeting Only
Essex Junction, VT 05452
Monday, April 11, 2022
5:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

This meeting will be remote participation only. Available options to join the meeting:

- JOIN ONLINE:
<https://us06web.zoom.us/j/85822185202?pwd=NUhla2FFUnZuRGNUaUJTWFNQRDQrdz09>
- JOIN CALLING: (toll free audio only): (888) 788-0099 | Meeting ID: 858 2218 5202

1. **CALL TO ORDER** [5:30 PM]

2. **PUBLIC TO BE HEARD**

3. **REVIEW AND APPROVE MEETING MINUTES FROM MARCH 28**

4. **BUSINESS ITEMS**

a. Discuss Committee Deliverables and Identify Action Steps

With input opportunities from the Trustees, the public, staff, and department heads:

- Identify a hiring timeline & plan
- Ensure that community members, staff, and department heads are included in the hiring process
- Utilize a variety of tactics to assess candidates (i.e. short essays with applications, projects, presentations, committee/panel interviews, meet & greets, etc.)
- Provide a process that results in (up to) the top three finalists being provided to the Trustees for ultimate consideration and decision

b. Set Next Meeting Date & Time

5. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of Village committees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Manager's office at 878-6944.

Certification: 04/08/2022 Brad Luck