

CITY OF DALLAS, TEXAS
City Manager
Executive Search Timeline

Updated: August 13, 2024

PROJECT TASK	DELIVERABLES	TARGET DATE
Search Agreement	Baker Tilly works with the City of Dallas to secure a fully executed search agreement.	Week of June 3, 2024
Project Kickoff	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.	Tues., June 11
Profile Development	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.	June / July
Final Review/Approval of Brochure Draft	A final Profile and Brochure prepared for review by Mayor Pro Tem Atkins and Committee.	Thurs., Aug. 1
Nationwide Search Begins	Baker Tilly launches nationwide marketing, recruitment, and outreach campaign. Announcement posted.	To Be Determined
Candidate Review Begins by Consultants	Baker Tilly begins first review and classification of all applications.	Mon., Sept. 16
Written Questionnaire, Due Diligence and One-Way Interviews	Baker Tilly assigns Due Diligence (DD), Written Candidate Questionnaire (CQ) One-Way video interviews (HV)	Sept. 17 - 25
Semifinal Report	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.	Thurs., Sept. 26
Finalists Selection	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.	Wed., Oct 9
Background Report	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.	10-15 business days from finalist selection
Final Report	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.	TBD
Interviews	City conducts on-site interviews with finalists and may select finalist.	Oct. 21, 22, 23
Employment Offer Extended	Client extends employment offer to a finalist. Baker Tilly consultants are available to assist with employment offer if requested.	Thurs., Oct. 31

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.