

## Internal Auditor Recruitment Timeline

May 8, 2018	Commissioners Approve Internal Auditor Job Description and pay grade at Workshop
May 15, 2018	Internal Auditor position is posted <ul style="list-style-type: none"> <li>• Governmentjobs.com</li> <li>• Government Finance Officers Association (GFOA)</li> <li>• Florida GFOA</li> <li>• Association of Internal Auditors</li> <li>• Association of Inspector Generals</li> <li>• Florida League of Cities</li> <li>• Florida Association of Counties</li> <li>• Sourcing on LinkedIn</li> </ul>
May 15 <sup>h</sup> – June 15 <sup>th</sup>	Applications/Resumes are received through the City's applicant tracking system (NeoGov) – governmentjobs.com
June 15, 2018	Internal Auditor posting will be closed if sufficient applications have been received.
June 15 – 22 <sup>nd</sup>	HR staff will review applications to ensure candidates meet the minimum qualifications
June 22, 2018	Qualified applicants will be forwarded to the Commissioners for review
June 22 <sup>nd</sup> – 29 <sup>th</sup>	Commissioners will independently review and rank order their top five candidates one through five
June 29, 2018	Each Commissioners' list of top five candidates will be forwarded to HR. Using a point system, HR will compile the votes and provide a list of the top five overall candidates. HR will schedule two days of interviews
July 16, 2018	Commissioners will conduct one-on-one interview sessions with each candidate. That evening the Commissioners can have a social meet and greet with all of the candidates (possibly at the golf course as was done for the City Manager recruitment).

July 17, 2018	During the day, tours of the City can be conducted with the candidates. That evening at a Special Commission Meeting, each of the candidates will be interviewed by the Commissioners as a group in the Commission Chambers. Commissioners will vote on who they would like to select for the position at the regularly scheduled Commission Meeting that evening. Then the contract negotiations begin.
July 31, 2018	Background check, physical, etc. are complete and candidate is cleared for employment.
August 20, 2018	Tentative start date