Suggested Procedure to Select Candidates to recommend the Commission Interview to Be Deltona's Next City Manager

The Committee can select the candidates they want to recommend to the Commission in a number of ways. The following is the procedure we have used over the years and that we recommend. It generally moves the meeting along quickly and we are often done in 30 minutes or less.

Suggested Procedure

Each Committee Member is given a preference sheet similar to the attached. He/she indicates the five candidates (ideally, it is five, but it can be more or less) that he/she recommends but does not rank them. He/she simply puts a check mark next to their preferred candidates' names. We have left blank spaces on the form if a Committee Member wishes to write in a candidate that was not recommended by the search firm.

Once all the Committee Members have completed their preference sheets, they keep the sheet and when called upon, will read their preferences aloud. The Consultant and the City Clerk can record them on a spread sheet (which will be sent separately) and displayed on a computer screen.

Generally, a pattern emerges. Typically, at least four candidates will have a majority of the Committee Members indicate they would like to recommend. After some discussion, the Committee can decide if those should be recommended. Then the question then becomes, "Does the Committee wish to recommend just those candidates, or does it wish to add more?" That again will probably engender some discussion.

Ideally, we suggest the Committee recommend five candidates, and an alternate in case someone drops out. At this point, all you are looking at is paper and the Commission will not know whom they will want to be their next City Manager until they actually meet that person. We feel the more candidates they meet physically (within reason), the more likely they are to see the right person.

Additional Thoughts

1) A principal advantage of our recommended approach is the Committee does not need to spend a great deal of time talking about the candidates that most of the members prefer and it also does not need to discuss those candidates it has very little interest in.

2) Since each Committee Member has only 5 votes, it is not unusual for one or more outstanding candidates to get one or no expressions of preferences.