

Kathi Cornelius

From: Kevin Lucas
Sent: Monday, April 17, 2023 4:18 PM
To: Kathi Cornelius
Subject: Fwd: General Outline of Process for Discussion on 4/20

Sent from my iPhone

Begin forwarded message:

From: Chip Block <blockc@jupiterinletcolony.org>
Date: April 17, 2023 at 1:49:48 PM EDT
To: "Richard D. Busto" <bustod@jupiterinletcolony.org>, Gustavo Medina <gmedina@tequesta.org>, pamela.m.rauch@fpl.com, anthonyprosser@me.com
Cc: Dan Comerford <comerfordd@jupiterinletcolony.org>, Kevin Lucas <lucask@jupiterinletcolony.org>, sresnick@workinggearshr.com
Subject: General Outline of Process for Discussion on 4/20

Selection Committee Process Outline

Create Job Description-done
Hire H.R. Consultant-done
Organization Meeting #1
Post Job Opening
Consultant Screens Resumes
Consultant Conducts Background Checks on Screened Candidates
Consultant Provides Second Screen following vetting
Consultant forwards list of Candidates for Interviews
Interview Candidates (Meeting #2)
Selection Meeting (Meeting #3)

Chip Block

Vice Mayor, Jupiter Inlet Colony

917-923-0056