

Director/Department Head Recruitment Update

Commission on the Status of Women

July 23, 2025





Hiring Team: Roles & Responsibilities

- Recruiting Coordinator: Tina Lim, DHR
 - Reviews resumes for minimum qualifications
 - Requests completion of Supplemental Questionnaire from qualifying candidates
 - Forwards qualifying candidates' application materials to Hiring Committee for review
 - Monitor completion of hiring training for hiring team members
- Hiring Committee: Commissioner Diane Jones Lowrey
 - Completes Hiring Manager 101 and Fairness in Hiring Training
 - Reviews qualifying candidates' applications
 - Rates responses to Supplemental Questionnaire
 - Selects top 4 candidates to Commissioners for interviews
- Interview Panel: Commissioners
 - Completes Fairness in Hiring Training prior to interviews*
 - Interviews top 4 candidates
 - Selects final 3 candidates for Mayor's consideration

*Link to the training will be emailed to Commissioners



Estimated Recruitment Timeline

	July	August	September	October
Job Posted	Jul 7			
Posting Period	Jul 7 to Aug 1			
Application Review Period	Jul 7 to Aug 15			
Commission Meeting	Jul 23			
Complete Hiring Training	Jul 24 to Aug 26			
Interviews at Commission Meeting		Aug 27		
Submission of Candidates to Mayor		Aug 28		
Select Finalist		Aug 29 to Sep 5		
Make Conditional Offer			Sep 8 to Sep 12	
Pre-employment Vetting			Sep 15 to Sep 26	
Make Final Offer			Sep 26	
Pre-Onboarding / Notice Period				Sep 29 to Oct TBD
First Day				Oct TBD