

DRAFT RECRUITMENT SCHEDULE

PHASE I – Develop Candidate Profile and Recruitment Strategy

	<u>Completion Date</u>
1. Review and confirm search process with the Committee	11/4
2. Complete stakeholder involvement process	
▪ Committee Meeting	11/4
▪ Stakeholder input	11/4
3. Prepare and place advertising	11/11
4. Prepare and review profile with Committee	11/11
5. Print brochure	11/18

Phase II – Recruitment

1. Identify and contact potential candidates	11/28 – 1/6
2. Final filing date	1/6
3. Conduct initial screening interviews	1/9 – 1/20
4. Submit Client Report	1/20
5. Meet with Committee to select finalists	1/27

Phase III – Selection

1. Design selection process	1/27
2. Committee interviews finalists	2/10
3. Reference and background checks	2/17
4. Interviews with Commission	2/17
5. Negotiate employment agreement	2/24
6. Announce appointment	TBD