

# Attachment 1:

## RECRUITMENT SCHEDULE

Revised 11/8/05

### ***PHASE I – Develop Candidate Profile and Recruitment Strategy***

	<b>Completion Date</b>
1. Review and confirm search process with the Committee	11/4
2. Complete stakeholder involvement process	
▪ Committee Meeting	11/4
▪ Stakeholder input (TAC and Commission Staff)	11/4
▪ Stakeholder input (TOS-SAFE, ED TAC, and Bike Committees)	11/10
3. Prepare and place advertising	11/11
4. Prepare and review profile with Committee	11/10
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. Status Report to the Committee	1/9
4. Conduct initial screening interviews	1/9 – 1/20
5. Submit Client Report	1/20
6. Meet with Committee to select finalists	1/27

**Phase III – Selection**

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|----|--|------|
| 1. | Design selection process                     | 1/27 |
| 2. | Committee and Staff interview semi-finalists | 2/10 |
| 3. | Reference and background checks              | 2/17 |
| 4. | <b>Interviews with entire Commission</b>     | 2/17 |
| 5. | Negotiate employment agreement               | 2/24 |
| 6. | Announce appointment                         | TBD  |

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— dates are tentative —

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