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| Step | Action | Due Date | Notes |
| 1.  Done | CCGJ accepts applications; Cedric collects and acknowledges receipt of resume to candidate. | Mon 10/1/18 |  |
| 2. | Cedric preps and emails applicant packet to Selection Committee members, including Jackie and Dave. | Wed 10/2/18 |  |
| 3. | Selection Committee individually reviews resumes against minimum qualifications in posting: Yes/No/Maybe | Tue 10/9/18 | * Job Posting |
| 4. | Selection Committee meets to discuss/select candidates to move on to Phone Interview. | Wed 10/10/18 2pm | * Sunshine notice * Initial Screening |
| 5. | Chelsey schedules Phone Interviews; 15 min each; 10 min apart over a period of xx hours. |  |  |
| 6. | Selection Committee conducts Phone Interviews; same screening questions asked of each candidate; end of meeting, candidates identified to progress to On-Site Interview. | Week of 10/15/18 – pick the date. | * Sunshine notice * Candidate Interview Guide – Section II (Phone - Screening) |
| 7. | Selection Committee interviews candidates On-Site; brings out-of-town candidates in-town; schedules 1-2 full days for interviews depending on #; committee discusses/selects finalist(s) after interviews are complete. | Last week in Oct or first week in Nov | * Sunshine notice * Candidate Interview Guide – Section III (On-Site – Competencies) |
| 10. | Board approves new ED at Nov board meeting – call ad hoc meeting, if necessary. | Board meeting of 11/15/18 | * Sunshine notice |
| 11. | Chair makes offer; candidate accepts; press release; onboarding; etc. |  |  |