

Sample SEARCH TIMELINE

Month One	Meetings with Select Contacts to integrate Strategic Direction Search Committee Meeting Discuss process and timeline Review qualifications needed of chief staff executive Prioritize skills and attributes Determine posting outlets Discuss sensitive situations, conflict of interest & confidentiality Discuss salary range and outline of benefits, CAE, title and contact Distribute sample interview questions Approval of compensation package range
Month One	Update job description Post the position Ronk meets with staff and collected materials about organization Communication plans developed Draft interview questions and create scenario question for writing exercise (if including) Job Model information to committee to assist with second interview questions
Ongoing	Executive Committee or Board Meeting Report on progress Collect and sort resumes. All candidates entered into database
Month Two	Preliminary Screening Send Strategic Plan, 990, Job Description, flyers, organization chart, historical synopsis, bylaws, and other related materials to candidates Organize Interviews
Month Two	Search Committee conducts face-to-face interviews (<i>Double interview model presented. Organization can select single interview with MSAE conducting first interviews independently</i>) No more than 8 candidates for 45 minutes each Orientation prior to interviews Rank candidates, narrow for second interviews Contact top prospects Schedule second interviews Letter to non-interviewed candidates and calls to interviewed candidates Finalists complete job model Reference checks on finalists
Month Three	Search Committee Second Interviews No more than 3 candidates for 60 minutes each Interview final candidates and make recommendation to Board Executive or Search Committee negotiates contract with final candidate Board meeting for candidate approval Calls to other candidates once negotiations are finalized and candidate approved Future Executive Director introduced Transition begins with Onboarding process as needed

Search Committee Responsibilities in BOLD

Other items are responsibility of MSAE