

## Director recruitment timeline

Director's Office

Date due	Task	*Board meeting
Complete	Draft announcement internally	
Complete	Director sign off	
Complete	Send to board chair for review and approval for posting	
Complete	HR sign off	
10/8/2018	Post announcement via HR, share on SM via PIO	
10/15/2018	Distribute announcement to NASDA, other orgs	
10/8 - 11/30/2018	Receive applications	
12/1-12/3/2018	Screen applications internally	
12/4-12/6/2018	Review applications by board chair and vice chair	
12/12/2018	Review of applications by board	
12/12-12/14/2018	Schedule interviews	
TBD	Background check	
12/19/2018	Hold interviews	
1/1 - 1/5/2019	In case second rounds of interviews needed hold to schedule top candidates to return for second round	
1/2/2019	Hold for second round of interviews for top candidates	
1/3-1/5/2019	Draft offer letter	
1/7/2019	Submit candidate name to Governor for approval	
1/14/2019	Send offer letter to applicant and receive back	
2/4/2019	Transition from previous employer	