



## Project Timeline

| RECRUITMENT AND SELECTION OF SECRETARY FOR ELEMENTARY EDUCATION                   |          |
|---|----------|
| Action  | Week of: |
| Kick off call – Identify search committee members & process – approve job posting | 9/5      |
| Invite identified members & share timeline & job description                      | 9/5      |
| Post job & Outreach   | 9/5      |
| Search committee first meeting- Pastoral Center – Room 1307                       | 9/25     |
| Review of Resumes & updates- Conference Call- Submission deadline 10/15           | Weekly   |
| Distribute vetted resumes to Search Committee                                     | 10/16    |
| Conference call with Search Committee   | 10/16    |
| Round 1 Interviews  | 10/30    |
| Round 2 Interviews  | 11/6     |
| Reference checks on Final candidates  | 11/20    |
| Final Round   | 12/4     |
| Final completion of Reference checks and background checks                        | 12/4     |
| Job Offer made to Candidate   | 12/11    |
| HR make contact to review benefit package, draft offer letter                     | 12/11    |
| Internal Communication  | 12/18    |
| Communication to Stakeholders and various Constituents                            | 12/18    |
| Media Announcement  | 12/18    |