



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	11/27
Reference checks on Final candidates	12/4
Final Round	12/11
Final completion of Reference checks and background checks	12/18
Job Offer made to Candidate	1/2
HR make contact to review benefit package, draft offer letter	1/2
Internal Communication	1/8
Communication to Stakeholders and various Constituents	1/8
Media Announcement	1/8