



Attachment "1"
 RECRUITMENT TIMELINE FOR FIRST 5
EXECUTIVE DIRECTOR
 February-May 2020

DATE	TASK	COMPLETED BY
February 5	Update Executive Director Job Description	SB, KP
February 5	Draft Executive Director Recruitment Brochure	SB, KP
February 14	Review/revise/finalize all drafts: Recruitment Brochure, Recruitment Plan and Timeline	SB, KP
February 20	Present Recruitment Plan to First 5 Commissioners	SJ/SB
February 25	Present Agreement to County Board of Supervisors	SJ
February 25	Post Job Announcement on websites	SJ, KP
March 16	Recruitment closes	SJ
March 17	Applicant screening	SJ
March 18	Commissioners receive updates on candidates in Closed Session	SJ, KJP
March-April	Reference checks and vetting	TBD
March-April	Applicants invited to interviews by e-mail	SJ
April	Commissioners interview candidates	SJ; KJP
April	Candidate selected and conditional job offer letter prepared	SJ
April	Candidate gives notice; job offer letter presented	SJ; KJP
May 27	Commission Meeting to appoint/set start date	KJP

Footnotes:

KJP = Ken J. Price

KP = Karina Perez

SJ = Steve Johnson

SB = Sharayah Bell