

3/20/02

ADMINISTRATOR RECRUITMENT SCHEDULE

Activity	Completion Date
1.a. Committee develops position description and establishes salary range <ul style="list-style-type: none">• Duties and responsibilities• Qualifications	3/19/02
1.b. Committee develops selection criteria	4/4/02
1.c. Board obtains governor's approval to establish and fill the position	3/28/02
2.a. Committee develops recruitment advertisements <ul style="list-style-type: none">• Locally and nationally• Internet	3/31/02
2.b. Board procures an executive search firm (local and national)	5/15/02
2.c. Committee conducts an informal search for local qualified candidates	ongoing
3. Committee screens resumes for minimum qualifications. Committee screens resumes for interview.	ongoing
4. Committee interviews candidates.	5/13/02
5. Committee reports to Board on finalist(s) for consideration.	5/14/02
6. Board interviews finalist(s).	5/21/02
7. Board makes final selection.	5/28/02