

PROPOSED PROCESS and TIMELINE
Final draft for SBM

Developing Executive Director job description/announcement:

- Janis – Draft job description/announcement, send to board members for input, and incorporate member input (done).
- Board members – Provide input for job description/announcement (done).
- Subcommittee – Finalize and approve job description/announcement (done).
- Full Board – Approve job description/announcement (10/18).

Seeking highly qualified candidates:

- Deb and OSPI HR – Post announcement (10/18).
- **Board members** – Outreach to highly qualified applicants (**begin now**): send Tami names and contact info (if you have it); indicate whether you have talked with the potential applicant or if you would like Deb to call.
- **Board members** – Outreach to organizations and associations (**begin now, complete by 10/24**): send Tami organization names and contact info (if you have it).
- Deb – Follow-up phone calls to potential applicants identified by Board members, if requested (as soon as identified, complete by 10/27).
- Deb - Group email to executive directors of organizations and associations asking them to distribute job announcement to their networks (10/18 and 10/25).
- Kevin – Group email to candidates identified by Board members and staff inviting them to apply (week of 10/23).

Screening candidates:

- Deb and OSPI HR – Draft screening tool, based on job description, to identify qualified applicants (by 10/25); forward qualified applicants' materials to subcommittee (as they come in).
- Subcommittee – Review qualified applicants and identify interview candidates; review recruitment process and make any needed recommendations (11/7).

Interviewing finalists and selecting new ED:

- Deb and OSPI HR – Draft interview questions and scoring rubric, based on job description (11/1).
- Subcommittee – Identify interview candidates; edit/approve interview questions and scoring rubric; provide available dates for interviews (11/7).
- OSPI HR – Schedule interviews (dates TBD).
- Subcommittee – Conduct interviews, recommend finalists to full Board (dates TBD).
- **Board members** who are not on the subcommittee – Option to interview finalists (dates TBD).
- Subcommittee – In person finalist interviews tentatively scheduled Dec 5 or 7, in Olympia.
- **Full Board** – Meet to choose new ED, agree on offer parameters (date TBD).
- Deb and OSPI HR – Make offer, negotiate within parameters, report result to Board chair.