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| **Activity** | **Date/Duration** |
| Intake meeting with Hiring Manager and HR | 8/15 |
| Invite search committee members to participate | 9/1 |
| Search and Screen kickoff meeting | 9/12 |
| Stakeholder feedback on draft job posting due | 9/16 |
| Job posted; applications begin coming in | 9/27 |
| Screen applications as they come in | Thru 10/12 |
| Meet with screeners to discuss outcomes | 10/13 |
| Schedule Phone Interviews | 10/14 |
| Meet with phone interviewers to review process, screening | 10/17 |
| Conduct Phone Interviews | Week of 10/17 |
| Meet with Phone Interviewers to discuss outcomes | 10/20 |
| Schedule Final Interviews | 10/21 |
| Meet with Panel Interviewers to review process | 10/24 |
| Conduct Panel Interviews | Week of 10/24 |
| Meet with Panel Interviewers to discuss outcomes | 10/27 |
| Ask finalist(s) for references | 10/27 |
| Schedule reference checks | 10/28 |
| Conduct reference and background checks | Starting 10/31 |
| Verbal Offers | 11/3 |
| Finalize Offers | Week of 11/7 |

Use a timeline to help plan, coordinate, and keep the process and individuals involved on track. Scheduling meetings in advance and proactively placing holds on calendars for interview times helps keep the process moving. Review the example timeline and modify to meet the needs of each search.