

SUGGESTED TIMELINE/TASKS FOR SELECTING AN EXECUTIVE DIRECTOR

EASTCONN

(4/4/17)

TASK	RESPONSIBILITIES	DATE(S)
Initial Planning and Organization	NESDEC/EASTCONN Search Committee	April 3, 2017
Anticipated Start Date	EASTCONN Board of Directors	October 1, 2017
Develop Advertising Materials And Sites Identify Focus Groups/Survey	NESDEC/EASTCONN Search Committee	April 3, 2017
Survey Distribution	NESDEC/EASTCONN Search Committee	April 17-24, 2017
Focus Group Meetings	NESDEC/EASTCONN Search Committee	April 18 & 19, 2017 7:00 p.m.
Develop Candidate Profile and Advertising Materials	NESDEC/EASTCONN Search Committee	April 25, 2017 (Tentative)
Job Posting And Distribution of Advertising Material	NESDEC	April 28, 2017
Recruitment	NESDEC	April 28-June 2, 2017
Begin Review of Applications – (i.e., Application Deadline)	NESDEC	June 2, 2017
Complete/organize applicant files (paper screening of applications)	NESDEC	June 5, 2017
Interview/Selection Workshop with Screening Committee (3-4 hrs)	SEARCH COMMITTEE/NESDEC Explain procedures, develop questions, set interview schedule, distribute application packets Review applications, select 4-6 candidates for interviews, confirm interview schedule	June 8, 2017 3:30 p.m.
Interview Candidates-Full Day Session (4-6 Candidates)	Search Committee/NESDEC Select 2-3 Finalists for 2 nd Interview	June 15, 2017 1-8 p.m.
Finalist(s) Visit to EASTCONN	EASTCONN	June 20, 2017
2 nd Interview	Search Committee/NESDEC	June 20, 2017 3:30-5:30 p.m.
Verify Finalist(s) Credentials	NESDEC	June 15-20, 2017
Executive Committee Finalist(s) Interviews	EASTCONN Executive Committee	June 27, 2017
Board of Directors Executive Director Selection	EASTCONN Board of Directors	July 2017 TBD