

HUMAN RESOURCES
RECRUITMENT TIMELINES TO MEET BOARD DATE
(For Use in Management Recruitments)

TO MEET BOARD ON:	July 13, 2016	August 17, 2016	September 14, 2016	October 12, 2016
DEADLINE TO PLACE ITEMS ON BOARD AGENDA:	June 23, 2016	July 28, 2016	August 29, 2016	September 26, 2016
POSTING OF POSITION:				
● Post to PeopleAdmin	Typically 30 calendar days min.	Typically 30 calendar days min.	Typically 30 calendar days min.	Typically 30 calendar days min.
● Position Opens:	No later than 3/14/2016	No later than 4/20/2016	No later than 5/13/2016	No later than 6/12/2016
● Position Closes:	No later than 4/14/2016	No later than 5/20/2016	No later than 6/13/2016	No later than 7/12/2016
PREPARATION & SCREENING:				
● HR Pre-Screening:	Approx. 5 business days* April 15 - 21, 2016	Approx. 5 business days* May 23 - 27, 2016	Approx. 5 business days* June 14 - 21, 2016	Approx. 5 business days* July 13 - 19, 2016
- HR pre-screens applications ensuring applicants meet MQs and have submitted all required documents before committee begins screening. *Add'l days may be needed, depending on the number of applications received and other unplanned factors.	Begins: Ends:	Begins: Ends:	Begins: Ends:	Begins: Ends:
● Orientation Meeting (Up to 3 hours typically required):	April 15 - 29, 2016	May 23 - June 6, 2016	June 14 - 30, 2016	July 13 - 29, 2016
- Takes place after position closing date - Review/discuss position posting stats - Develop job related screening criteria; job related interview questions, writing assignment or performance assessment (if applicable) - PeopleAdmin Training	Actual:	Actual:	Actual:	Actual:
● Committee Online Screening of Applications	May 2 - 12, 2016	June 7 - 16, 2016	July 5 - 15, 2016	August 1 - 12, 2016
- 10 - 14 calendar days before Compilation Review Meeting - The committee reviews the applications that meet MQs; screening time varies with positions	Actual:	Actual:	Actual:	Actual:
SELECTION of CANDIDATES:				
● Compilation Review Meeting (2 - 3 hours typically required):	May 13 - 26, 2016	June 20 - July 1, 2016	July 22 - 29, 2016	August 15 - 31, 2016
- Typically scheduled 1 - 2 days after screening is complete - Discuss & determine those applicants to invite to oral interview - Confirm interview day logistics	Actual:	Actual:	Actual:	Actual:
● Interviews:	May 30 - June 10, 2016	July 7 - 18, 2016	August 8 - 17, 2016	Aug. 31 - Sept. 14, 2016
- Typically 14 calendar days after compilation review meeting.	Actual:	Actual:	Actual:	Actual:
● Final Interviews:	June 2 - 13, 2016	July 11 - 20, 2016	August 10 - 19, 2016	Sept. 6 - 16, 2016
- Board deadline date and reference checking process must be considered	Actual:	Actual:		Actual:
● Reference Checking:	June 1 - 21, 2016	July 8 - 25, 2016	August 9 - 26, 2016	Sept. 1 - 23, 2016
- Reference checks are performed by the Chair of the Committee. - 2 to 3 reference checks are highly recommended. Be sure to contact most recent employer/supervisor				