



# Oregon Arts Commission/Oregon Cultural Trust Executive Director Recruitment Plan

*DRAFT 2/19/2014*

Task	Who	Completion Dates
Explain the public meeting law and the draft Recruitment Plan along with the option to complete a stakeholder survey. If desired, take edits and gain vote to post stakeholder survey.	OAC/OCT, Public Session with presentation by the Exec Recruit (Twyla Lawson from DAS, CHRO)	1/30/2014 & 2/4/2014
Post the survey to the public	Exec Recruit	2/4/2014 – 2/16/2014
Post the draft Recruitment Plan and Job Posting to the public for review in preparation for the public meeting	Exec Recruit	On or about 2/20/2014
Take public comment in the meeting and then adopt final Recruitment Plan and Job Posting (Screening Criteria). Determine screening panel lead and membership.	OAC/OCT, Public Session with presentation by the Exec Recruit ( <i>Teleconference or In-person meeting with a public location</i> )	On or about 2/24/2014
Open Job Posting for application and place advertising/outreach efforts.	Exec Recruit	2/24/2014 – 3/12/2014 ( <i>May be extended if needed</i> )
Processing of Applications & Applicant Summary	Exec Recruit	By 3/17/2014
Select Candidates for first interview	OAC/OCT Panel with facilitation by Exec Recruit	By 3/21/2014
Develop interview questions	OAC/OCT Screening Panel (OAC/OCT Members <b>TBD</b> with facilitation by Exec Recruit	By 3/31/2014
First round of interviews (5-8 candidates)	OAC/OCT Screening Panel, with facilitation by Exec Recruit	Week of 3/31/2014
Develop additional questions and finalize structure of final round of interviews	OAC/OCT Screening Panel, with facilitation by Exec Recruit	Immediately following first round interviews
Reference checks	Exec Recruit	Complete by 4/11/2014
Final Interviews (2-3 candidates) to include: <ul style="list-style-type: none"> <li>- Stakeholder Forums (Internal &amp; External forums)</li> <li>- Interview with the Governor or Governor's Representative</li> <li>- Executive Session interviews before the OAC/OCT</li> <li>- Interview with Tim McCabe, Business Oregon Director</li> </ul>	OAC/OCT with facilitation by Exec Recruit	On or about the Week of 4/21/2014
Appointment decision & offer	OAC/OCT will consult with the Business Oregon Director who has the authority to appoint, with facilitation by Exec Recruit	On or about the Week of 4/21/2014
New Executive Director Begins		By 5/15/2014

Subject to minor modifications if necessary