

**Selection Process Timelines**

Options for Selection Process					
	(a) Consider applications from Calgary ARB members	(b) Consider applications from Calgary ARB members and Calgary-resident members of the MGB	(c) Administer an advertised recruitment process	(d) Contract an Executive Search Firm (ESF) to conduct a recruitment process	
Weeks	1	Invite applications, collect and distribute	Invite applications, collect and distribute	Recruitment communication planning	Procure and engage ESF services
	<b>2<sup>1</sup></b>	Screen candidates	Screen candidates	Advertising Prep	
	3	Schedule and conduct interviews	Schedule and conduct interviews	Advertising, invite applications	
	4	Evaluate candidates	Evaluate candidates	Collect and distribute applications	
	5	Finalize recommendations	Finalize recommendations	Screen candidates	ESF advertising, exploration of labour market through network and database exploitation, vetting of candidates
	<b>6<sup>2</sup></b>			Schedule and conduct interviews	
	7			Evaluate candidates	
	8				
	9	Holiday Season Recess (December 26 – 30)			
	10			Finalize recommendations	ESF activities (Cont'd)
	11				
	12				Screen candidates
	13				
	14				Schedule and conduct interviews
	15				
	16				Evaluate candidates (reference checks, psych testing)
	17				
	18				Finalize recommendations
	19				
	20	<b>Committee's Recommendations Due</b>			

<sup>1</sup> Week of the Organizational Meeting of Council

<sup>2</sup> Mid-Cycle Adjustments to Action Plan