

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
	2 ¹				
	3	Screen candidates	Screen candidates	Advertising Prep	
	4	Schedule and conduct interviews	Schedule and conduct interviews	Advertising, invite applications	Preparatory work
	5				
	6 ²	Evaluate candidates	Evaluate candidates	Collect and distribute applications	ESF advertising, exploration of labour market through network and database exploitation, vetting of candidates
	7	Finalize recommendations	Finalize recommendations	Screen candidates	
	8			Schedule and conduct interviews	
	9				
	10			Evaluate candidates	
	11	Holiday Season Recess (December 26 – 30)			
	12			Finalize recommendations	ESF activities (Cont'd)
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20	Committee's Recommendations Due			

¹ Week of the Organizational Meeting of Council

² Mid-Cycle Adjustments to Action Plan