

# Sample Recruitment Timeline

## January

Approve transition process, staffing needs and communications plan

## March

Review resumes and develop top 5 list based on initial phone screening  
Schedule round-robin or panel interviews and reference checks with top candidates  
Offer position to top candidate

## May

Schedule start date and conduct joint meetings with staff, major funder/partners and legislative staff  
Begin transition of roles and responsibilities

## February

Begin communications plan  
Staff - Major Funders/Partners - Friends  
Post CEO position with deadline

## April

Develop detailed transition process based on top candidate's preferences and start date

## Summer

Finish transition of roles and responsibilities  
Check-in with staff, major funders and partners to assess situation & course correct as needed