

PRESIDENT & CEO RECRUITMENT AND HIRING PLAN

Date	Activity	Who
March 3, 2022	Position announced on social media with our standard ad “We’re Hiring”. This is also on LinkedIn. There will be a more tailored announcement next week.	Jenna Brown, Forum Communications Director
March 10, 2022	Quarterly e-newsletter will go out with an article about my retirement and an invitation to apply directed back to the Forum website.	Jenna Brown
March 10, 2022	An announcement will be sent to our state and national partners to disseminate as well: National T.E.A.C.H. Center, Center for Child Care Employment at Berkley, UC, National Registry Alliance, NAEYC, and National Women’s Law Center, Early Learning Coalitions, Children’s Week partners, state agencies, etc.	Phyllis Kalifeh
March – April 15, 2022	Receive applications and resumes. Tamela has created a folder on the common drive for all of the resumes and applications. Deadline of 4/15/22 for submission.	Tamela Young, HR Coordinator
April 15 – April 22, 2022	<ul style="list-style-type: none"> • Review resumes and applications submitted. Select most promising applications for interviews. • Secure dates from board interview committee for first round interviews. • Arrange Zoom interviews for first round with potential candidates. 	Phyllis and Larry Board Committee / Tamela Tamela Young
April 22 – April 30, 2022	<ul style="list-style-type: none"> • Conduct interviews with first round of candidates. • Make decision about who to invite for second round interview. • Contact candidates and arrange 2nd round interviews for in-person interview. Give assignment to make presentation to the committee (topic and assignment TBD). 	Board Committee Tamela Young
May 1-22, 2022	<ul style="list-style-type: none"> • Conduct final interviews. (Note, the longer period of time is set aside as we may have out-of-town candidates who need to make flight arrangements, etc. If this isn’t needed, we could accelerate the schedule). 	Board Committee
May 23 – 31, 2022	<ul style="list-style-type: none"> • Hold Zoom Board Meeting and present recommendations to the board. (We may want the final candidate to make a presentation at this meeting but this could be determined.) • Make offer and negotiate. 	Board of Directors
June 1, 2022	Make announcement for the selection of the new President & CEO for the Children’s Forum. New CEO to begin July 1 st to allow for one month transition with PK.	Bob Buesing, Board Chair