



## Equal Opportunity Director – Search Firm Timeline

Below is a timeline that will provide you with a realistic expectation of when the vacant position listed will be filled and help you to better understand the different steps in the selection process.

**Position:** EO Director

**Representative:** Audrey Gainey

**Contact:** x8707

Target Date	Responsibility of:	Step In Process:
02/12/2018 02/16/2018	The Mercer Group, Inc.	Determine information to be considered when advertising, such as job description; preferred qualities; advertising dates and outside advertising sources. Gain Commission approval. Please contact Katie Gaskins for scheduling phone conversations with Commissioners for input, 352-393-8665.
02/19/2018 03/16/2018	The Mercer Group, Inc.	Announce job ad
3/1/2018	The Mercer Group, Inc./ Commission	Mercer attends Commission Meeting to share search activities and process.
3/19/2018 3/23/2018	The Mercer Group, Inc.	Screen applications (to potentially include Spark Hire video interview) and provide long list of candidates (approximately 10 – 12) to Commission for review.
3/26/2018 3/30/2018	The Mercer Group, Inc./ Commission	Commission reviews applications and makes recommendation for short list.
4/02/18	The Mercer Group, Inc./ Commission	Recommendations provided to Mercer. Mercer Interviews short list.
4/05/18	The Mercer Group, Inc./ Commission	Presentation at 4/5 Commission Mtg. (Agenda Item will be needed) Commission accepts recommended candidates for Interview.
Two consecutive days between 4/9/18 – 4/18/18	The Mercer Group, Inc./ Commission	Interviews Scheduled for two consecutive days. Schedule may require evenings. *Special Meeting must be scheduled for Commission interviews.
4/19/18	HR/Commission/Mercer	Hiring decision made during Commission meeting.
4/20/18 – 4/27/18	HR/Mercer	Establish contract; confirm start date.

**Commission Meeting Dates:**

\*Interviews for the Commission will need to consist of a Panel interview over the dais and one-on-one interviews.