



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 02/28/2018	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.
03/01/2018 05/11/2018	The Mercer Group, Inc.	Announce job ad
05/11/2018 05/16/2018	The Mercer Group, Inc.	Screen applications and provide long list of candidates (approximately 10 – 12) to Commission for review.
05/17/2018 – 6/6/2018	The Mercer Group, Inc./ Commission	Commission reviews applications and makes recommendation.
6/7/2018	The Mercer Group, Inc./ Commission	Presentation at 6/7 Commission Mtg. (Agenda Item will be needed) Commission accepts recommended candidates for Interview. Mercer begins background work.
Two consecutive days between 06/19/18 – 6/20/18	The Mercer Group, Inc./ Commission	Interviews Scheduled for two consecutive days. Schedule may require evenings. *Special Meeting must be scheduled for Commission interviews.
6/21/2018	HR/Commission/Mercer	Hiring decision made during Commission meeting.
6/22/18 – 6/29/18	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.