

MVC Executive Director Search – Timeline

Prepare Profile Statement – November 20 to December 8, 2014

- Letters to town boards and newspaper articles inviting input – first week of December
- Interviews with members of Search Committee and staff – December 10 and 11
- Open houses for comments from town boards and public – Wednesday, December 10 at 5:30 p.m. and Thursday, December 11 at noon at MVC offices.
- Deadline for written comments – December 12
- Consultant drafts profile – December 15 to December 31
- Search Committee reviews profile – January 6
- Commission adopts profile – January 8

Advertise Position – January 9 to February 12, 2015

- Advertising in local newspapers, professional and recruitment websites, distribution to Collins Center email list (45,000 names) – January 9
- Deadline – Thursday, February 12

Screen Applications and Develop Short List – February 13 to March 23, 2015

- Pre-Screening by consultant for meeting basic requirements – February 13 to 20
- Screening by Search Committee; may include telephone or videoconference preliminary interviews – February 23 to March 2
- Development of Short List – March 2 to 6
- Background checks on shortlisted candidates – March 6 to March 23

Final Interviews and Decision – March 23 to April 10, 2015

- Interviews by full Commission – March 23
- Selection of Candidate by Commission - April 2
- Contract negotiations – April 3 to April 10

Start of Work – August 1, 2015