

**KING COUNTY REGIONAL HOMELESSNESS AUTHORITY  
CHIEF EXECUTIVE OFFICER**

**DRAFT EXECUTIVE SEARCH TIMELINE**

|    | <b>PROPOSED TASKS</b>   | <b>PROPOSED TIMELINE DATES</b>           |
|----|---|--|
| 1  | Initial meeting with Evaluation committee. Discuss core competencies and candidate profile  | Week of August 24, 2020                  |
| 2  | Interview key external stakeholders including key community members/organizations.  | Week of August 24 –Sept. 25, 2020        |
| 3  | Community Meetings (as appropriate).  | Weeks of August 24 – Sept. 25, 2020      |
| 4. | Present stakeholder engagement summary report and draft recruitment profile to Evaluation Committee.  | Week of October 1-5, 2020                |
| 5. | Finalize edits to recruitment profile/brochure and ad copy.   | Proposed Meeting Date: October 8, 2020   |
| 6  | Conduct research and place advertising.   | Week of October 12, 2020                 |
| 7  | Develop resume review criteria  | Week of October 12-19, 2020              |
| 8  | Candidate research and recruitment by search consultants. (usually 5-6 weeks)   | Weeks from October 12- November 20, 2020 |
| 9  | Preliminary candidate screening. Prepare and submit initial recruitment report to Evaluation Committee. Meet with Evaluation Committee and use the screening criteria to select top candidates. | Week of November 30, 2020                |
| 10 | Candidate (shortlisted) evaluations by search consultants including some preliminary referencing.   | December 7- 18, 2020                     |
| 11 | Presentation of report on shortlisted candidates to Implementation Board.   | Week of December 14, 2020                |
| 12 | Top Candidates participate in first round of interviews. Conduct final referencing on finalists.  | Week of January 4, 2021                  |
| 13 | Final candidates meet with Governing Committee which selects final candidate. Offer and contract negotiations commence.   | Week of January 11, 2021                 |

***Adjustments May Be Made to This Timeline as Needed***