

**MPERA Executive Director Recruitment and Selection Process/Timeline  
February 24, 2006 (revised)**

<b>PROCESS STEP</b>	<b>Timeframe (proposed target dates)</b>	
Position is advertised (recruitment period)	1/20 – 3/02/06	6 weeks
Former applicants are notified by mail	1/23/06	
CMS prepares draft Phase 2 documents	1/23 – 2/3	2 weeks
Committee meets* to review draft Phase 2 documents & identify presentation topic for finalists & process to follow	2/06/06* 1:30	
Phase 2 recommendations to Governor & Board for review	2/8/06	
Board meets* to approve Phase 2 documents	2/23/06*	
CMS assembles applications/sends to Committee members	3/03 – 3/07/06	1 week
Committee members individually review/screen applications and supplemental questions	3/7 – 3/14/06	6 days
Committee meets* to conduct Minimum Quals screening and to identify candidates for interviews (recommend 2 days)	3/15/06 – 3/16/06	2 days
CMS mails application materials to Board (for in-person interviews)	3/20/06	
CMS begins background checks, notifies applicants to schedule interviews	3/20 – 3/24/06	5 days
Board meeting* and in-person interviews	3/30 – 3/31	
Board identifies top three candidates (finalists)	3/31/06	
Notify finalists re: presentation	3/31/06 (evening)	
Finalists give 20 minute presentations to Board and public; Board makes hiring decision contingent upon reference checks	3/31/06	
CMS conducts reference checks on finalists Board accepts public comment on finalists	4/03 – 4/05/06	3 days
CMS provides reference check feedback;	4/06/06 (byphone)*	
Unsuccessful applicants are notified	4/06 – 4/07/06	2 days
New Executive Director announced	4/10/06	