

Sound Transit

## CEO Recruitment

Recruitment Work Plan and Project Schedule

Performance Target	Activity
<b>Stakeholder Engagement</b>	
December 23, 2021	Kickoff meeting with Julie Honeywell. <i>Identify recruitment materials and stakeholder engagement expectations.</i>
December 30, 2021	Meet with Julie to review draft workplan. <i>Make any necessary adjustments.</i>
January 3- 21, 2022	Conduct Stakeholder Sessions – 1 for Affinity Groups, 1 for Selection Committee and Board members, 1 with Peter Rogoff, 2 for staff and key organizational leaders.
January 26, 2022	Meet with CEO Selection Committee to finalize selection criteria.
Monthly – January through May	Meetings with Selection Committee to provide update on progress.
<b>Prepare Recruitment Materials</b>	
January 7, 2022	<b>Recruitment Brochure</b> <ul style="list-style-type: none"> <li>- Develop initial design (to be finalized after gathering stakeholder input).</li> </ul>
February 1, 2022	<b>Marketing</b> <ul style="list-style-type: none"> <li>- Client submits final revisions to recruitment brochure text</li> <li>- Consultants prepare recruitment and advertising materials</li> <li>- Client provides final approval of brochure</li> </ul>
<b>Active Recruitment</b>	
February 7, 2022	<b>Advertising</b> <ul style="list-style-type: none"> <li>- Consultants post the job to various websites and publications, the agency website, CPS HR website, and various professional associations.</li> <li>- Consultants will also send an initial e-mail blast to its relevant database of professionals.</li> <li>- Consultants will reach out to potentially competitive candidates via phone, direct mail and email.</li> </ul>
February 9, 2022	<b>Aggressive Recruiting/Application Process</b> <ul style="list-style-type: none"> <li>- Consultants follow up with targeted/qualified candidates (those who are a match to the candidate profile) to ascertain interest and encourage applications. Conversations with the client and stakeholder feedback will assist in determining the best avenues for follow up.</li> <li>- Candidates apply through the CPS HR website, with receipt of applicant materials acknowledged. The consultants vet candidate applications against minimum qualifications. Consultants provide weekly updates to the client regarding recruitment activities.</li> </ul>
March 16, 2022	Active recruitment period ends

<b>Selection Process</b>	
March 31, 2022	<p><b>Screening interviews completed</b></p> <ul style="list-style-type: none"> <li>- Consultants conduct comprehensive screening interviews with all candidates who meet the minimum qualifications as described in the job announcement; dependent on geography these discussions will be conducted either phone or via Teams. Consultants will also conduct media checks on all screened candidates.</li> </ul>
April 8, 2022	<p><b>Candidate Review Meeting w/ Client</b></p> <ul style="list-style-type: none"> <li>- the client will review consultants' recommendations regarding top candidates; determine the short-list candidates to be interviewed by the client and possibly other subject matter experts, staff, etc.</li> <li>- Client Reports will be delivered for Client review prior to the meeting. Consultants will be present to facilitate discussion.</li> </ul>
April 18 – 29, 2022	<p><b>Client Interviews:</b></p> <ul style="list-style-type: none"> <li>- Interview shortlisted candidates and determine finalists for further consideration.</li> <li>- Consultants prepare all materials, coordinate candidate logistics, and assist with facilitation of the short-listed candidate interviews.</li> <li>- Additional rounds of interviews may be scheduled, which could push back the anticipated placement date accordingly.</li> </ul>
May 4, 2022	<p><b>Background/Assessment Activities</b></p> <ul style="list-style-type: none"> <li>- Consultants conduct reference/background checks on the finalist candidates. Consultants prepare all materials and coordinate any assessment activities.</li> </ul>
<b>Negotiation</b>	
May 9, 2022	<p>Consultants negotiate a salary offer and terms &amp; conditions of employment with the selected candidate and conduct a final criminal background check.</p>