

Projected Timeline for Hiring a New Employee

Position Title: _____

Activity	Projected Dates		Notes
	Begin	Through	
Position Open and Posted Online and in Print			
Review Date: Applicant Screening begins			
Close Date:			
Schedule/Coordinate Interviews			
Interviews Conducted			
Recommend Candidate to HR			
Position Offered to Candidate by HR			
Employment Recommendation Taken to Board			
New Employee Starts - Earliest date is the Monday after the Board meeting			