

**Sunset Empire Transportation District
Executive Director (CEO) Recruitment and Hiring Process
Timeline**

DRAFT II December 23, 2024

December 5, 2024	Board Meeting to review/ discuss/approve job description, benefit package, selection process and timeline. (Completed)
December 16, 2024	Open Recruitment Period (Opened)
February 14, 2025	Recruitment Period Closes
February 17, 2025	Initial evaluation of Candidate resumes completed by SDAO and delivered to Board Members
February 20, 2025	Special Board Meeting , Executive Session to review applicants and select up to five semi-finalists.
February 24, 2025	Semi-finalist notified.
February 27, 2025	Regular Board Meeting, candidate update, interview schedule review
March 16, 2025	Possible Public Meet and Greet (Hosted by District)
March 17, 2025	Board and Panel Interviews, Special Board of Directors Meeting (Executive Session) for Interviews at location TBD.
March 27, 2025	Regular Board Meeting to announce selection or determine if additional evaluation process is needed.
April 2025	Contract negotiations with finalist, completion of medical evaluation background check, and final reference checks.
April 24, 2025	Regular Board Meeting to finalize and approve agreement with New CEO.
May 16, 2025	Start Date for New Executive Director (CEO)

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December 5, 2024	Board Meeting to review/ discuss/approve job description, benefit package, selection process and timeline.
December 16, 2024	Open Recruitment Period
January 14, 2024	Recruitment Period Closes
January 17, 2025	Initial evaluation of Candidate resumes completed by SDAO and delivered to Board Members
January 21, 2025	Special Meeting with Entire Board, Executive Session to review applicants and select up to five semi-finalists.
January 23, 2025	Special Board Meeting, If Needed, to finalize semifinalist candidate selection
January 24, 2025	Semi-finalist notified.
February 9, 2025	Possible Public Meet and Greet
February 10, 2025	Board and Panel Interviews, Special Board of Directors Meeting (Executive Session) for Interviews at location TBD.
February 20, 2025	Regular Board Meeting, selection announcement, or additional evaluation process.
February 2025	Contract negotiations with finalist, medical evaluation completed, and background check completed, final reference checks completed.
March 6, 2025	Special Board Meeting. Agreement with New CEO finalized, approved by Board.
March 17, 2025	Start Date for New Executive Director (CEO)