



**Monday, October 1, 2018, 1:00 PM**  
CareerSource Tampa Bay, 4902 Eisenhower Blvd. S., Ste. 250, Tampa, FL  
Conference Dial: 1-800-511-7985  
Conference Code: 605-9608#

## **CEO Search Committee**

### Agenda

- I. **Welcome and Introductions**..... Sean Butler, Chair
- II. **Public Comment**
- III. **Action/Discussion Item(s)**
  - 1. CEO Search Process ..... Page 2
- IV. **Adjournment**



**CareerSource Tampa Bay  
Recruitment Process – CEO/President  
Timeline**

<b>Action</b>	<b>Date</b>	<b>Status</b>
Develop Job Description	07/23/2018	Completed
Approval of Job Description and Salary Range by Executive Committee	08/16/2018	Completed
Post position and application	08/17/2018	Completed
Applications and Resumes	08/20/2018 – 09/14/2018	Completed
Screen applicants for minimum qualifications	08/20/2018 – 09/14/2018	Completed
Develop behavioral telephone interview questions/scoring matrix	08/30/2018	Completed
Approval of behavioral telephone interview questions/scoring matrix by Executive Committee	09/06/2018	Completed
Schedule telephone interviews	09/07/2018	Completed
Conduct 20-minute telephone interviews and score candidates	09/18/2018 -09/21/2018	Completed
Email applications, resumes, telephone interview notes, and scoring matrix to Executive Committee for selection of candidates for 40-minute face-to-face interviews	09/24/2018	Completed
Develop behavioral face-to-face interview questions/scoring matrix	09/24/2018	Completed
Approval of behavioral face-to-face interview questions/scoring matrix by Executive Committee	09/27/2018	Completed
Schedule 40-minute face-to-face behavioral interviews	09/28/2018	Completed
Conduct 40-minute face-to-face behavioral interviews with 1 member of Executive Committee and score candidates	10/01/2018 -10/5/2018	Completed
Send applicants' face-to-face interview notes/scoring matrix to Executive Committee for selection of candidates for 30-minute Board presentation/interviews	10/8/2018	
Approval of finalist by Executive Committee	10/10/2018	
Finalists complete Provelt Assessment and Omnia Profile	10/15/2018 – 10/17/2018	
Executive Committee	10/18/2018	
Conduct Board presentation/interviews	10/25/2018	
Board votes on candidate	10/25/2018	
Conditional Job Offer created and sent to candidate	10/26/2018	
Rejection letters sent to unsuccessful candidates	10/29/2018	
Conduct on-boarding meeting	10/30/2018	
Schedule background screen and drug screen	10/30/2018	
First Day of work	11/01/2018	

