



Sample Search Timeline

Days	Tasks	Notes
1-10	Succession Planning	
11-15	Search Committee Selection	
16-20	Search Committee Training	
21-30	Setting Leadership Priorities <ul style="list-style-type: none">• Complete organization self-assessments• Identify leadership priorities	
31-40	Development of Application & Recruitment Materials <ul style="list-style-type: none">• Job description• Job announcement• Search Website development• Development of recruitment materials	
41-70	Recruitment Activities	
71-100	Selection <ul style="list-style-type: none">• Initial screenings• Interviews• Job offer• Job offer accepted	
101-120	Next Steps <ul style="list-style-type: none">• Contract• Onboarding• Search reflection	