

Recruitment Key Process Steps and Timeline (2021-2022)

Position: Wisconsin Religious Collaborative Executive Director

SOURCE

AUGUST – SEPTEMBER 2021

- Craft “ad” letter and email for networks and “ad” grid – Track progress, keep updated (Search Committee)
- Place opportunity on websites, FB pages (Search Committee)
- Personal and proactive outreach to personal referrals, personal networks | Email with WRC ED attachments sent. (Search Committee)
- All contact directed to TMCG – Build relationships and pipeline.

SEARCH

SEPTEMBER – OCTOBER 2021

- Build relationships and pipeline – TMCG
- Email monitored - TMCG
- Deploy Applicant Tracking System (ATS) - TMCG
- Applicants then bundled as YES | NO | Defer to Search Committee

INTERVIEW

NOVEMBER – DECEMBER 2021

- Phone Screens/Evaluation of Top 10 (TMCG and Search Committee)
- Top 3 of 10 phone interviews advance to through interview process (Search Committee)
- Leverage past WRC Interview process (Search Committee)

SELECT

DECEMBER - 2022

- Evaluation of Top 3 candidates following full day interview | Check references
- Select Candidate, Prepare Offer | Extend Offer/Offer Accepted | Background Check
- Welcome Letter with Start Date