**Search Timeline**

Search Committee Meeting to review applicant pool: October 4th (or October 7th)

Initial review comments entered by committee - Search Chair enters committee recommendations: October 7th

Review of committee comments by Hiring Manager/AAO: October 8th

Search Chair extends/schedules phone interviews: October 9th

Phone interviews conducted: October 14th- 16th (search committee to meet following phone interviews to determine finalist)

Phone interview comments uploaded to PeopleAdmin: October 17th

Search Chair schedules reference calls: October 18th

Reference Calls: October 23rd, 24th, 25th, 28th or 29th (committee should meet following the final interview to finalize comments on interviews)

Reference Comments uploaded to PeopleAdmin: October 30th

All committee documents submitted October 30th. Committee work complete.

HR Business Partner works with Hiring Manage on candidate hire. October 31st,

Regret letters sent to all candidates who received an interview but were not hired. November 1st

Offer extended November 1st