



# Oregon Travel Experience Recruitment Plan

Adopted xx/xx/12 at  
Oregon Travel Information Council Meeting

Task	Who	Completion Dates
Explain the public meeting law and the draft Recruitment Plan along with the option to complete a stakeholder survey. If desired, take edits and gain vote to post stakeholder survey.	OTIC, Public Session with presentation by the Exec Recruit Team	7/24/12
Post the survey to the public	Exec Recruit Team	7/25/12-8/10/12
Post the draft Recruitment Plan and Job Posting to the public for review in preparation for the public meeting	Exec Recruit Team (Jennifer Rogers and Twyla Lawson from DAS, CHRO)	8/14/12
Take public comment in the meeting and then adopt final Recruitment Plan and Job Posting (Screening Criteria). Determine screening panel lead and membership.	OTIC, Public Session with presentation by the Exec Recruit Team ( <i>Teleconference or In-person meeting with a public location</i> )	8/22/12
Open Job Posting for application and place advertising/outreach efforts.	Exec Recruit Team	8/22/12-10/1/12 (6 weeks, may need longer depending on outreach strategy)
Develop interview questions	OTIC Screening Panel with facilitation by Exec Recruit Team	9/28/12
Processing of Applications & Applicant Summary	Exec Recruit Team	By 10/05/12
Select Candidates for first interview	OTIC Panel with facilitation by Exec Recruit Team	By 10/12/12
First round of interviews (5-8 candidates)	OTIC Screening Panel, with facilitation by Exec Recruit Team	During the week of 10/22/12
Develop additional questions and finalize structure of final round of interviews	OTIC Screening Panel, with facilitation by Exec Recruit Team	During the week of 10/29/12
Reference checks	Exec Recruit Team	During the week of 10/29/12
Final Interviews (2-3 candidates) to include: <ul style="list-style-type: none"> <li>- Stakeholder Forums (Internal &amp; External forums)</li> <li>- Interview with the Governor or Governor's Representative</li> <li>- Executive Session interviews before the OTIC</li> </ul>	OTIC with facilitation by Exec Recruit Team	During the week of 11/12/12
Appointment decision & offer	OTIC with facilitation by Exec Recruit Team	As soon as possible after final interviews
New Director on Board		On or about 12/1/12

Subject to minor modifications if necessary