

Executive Director Hiring Process - Transition Plan Checklist

Hiring an executive director is one of the most important tasks a board will ever undertake. If you are a board member or chair with little hiring experience, you are in good company. We've created these **overview checklists** to support board members and hiring committees in the hiring process. We encourage you to use these in conjunction with TREC's *Managing Transitions in Leadership* guides found on TREC's Resource Library.

Board of Director Responsibilities

✓	Who	What	When
	Board	Executive Director gives notice of departure	
	Board	Assess current state of organization	
	Board	Identify requirements of new executive director for update job description	
	Board	Develop updated ED job description	
	Board	Establish ED Search/Hiring Committee: • Determine timeline • Identify scope of search • Name point person to lead the process	
	Board	Determine ED compensation range	
	Board	Establish Hiring Committee	
	Board	Set budget for hiring process	
	Board	Fundraise for hiring process	
	Board	Receives updates from Hiring Committee	
	Board	Top candidate(s) interview with board	
	Board	Votes on final new ED selection	
	Board	Begins new ED onboarding process	

Search/Hiring Committee Responsibilities

✓	Who	What	When
	Hiring Committee w/ ED	With ED support, develop Outreach campaign – networking, announcements, ads, referrals, internet postings, emails, and listservs	
	Hiring Committee	Create plan for keeping staff and membership updated throughout hiring process	
	Hiring Committee	Determine use and budget to use outside firm to assist	
	Hiring Committee	Develop Outreach Campaign: • Networking • Announcements • Ads • Referrals • Internet Postings • Emails • Listservs	
	Hiring Committee	Screen applications as they come in (develop evaluation criteria, non-negotiables, divide pool into yes, no, undecided)	
	Hiring Committee	Identify top candidates for interviews and prepares for interviews (develop interview process and set of questions)	
	Hiring Committee	Interviews conducted	
	Hiring Committee	Reference checks and follow-up interviews	
	Hiring Committee	Selection made, job negotiations with finalist, letter of appointment	
	Communication staff w/ Hiring Committee	New ED announced via: • Membership • Public • Press release • Biography • Letter to stakeholders • Include photo	
	Outgoing ED/ Incoming ED	Training period with outgoing ED (ideally 2-4 weeks) if necessary	