

POT Executive Leader Search – Estimated Timeline (dates subject to change)			Comm Mtg				Comm Mtg
	Oct 1	Oct 2- 12	Oct 25	Nov 29 -Dec 7	Week of Dec 9	3/21/1 9	Jan 17
<p>Executive Session Kick Off Meeting – Overview of Processes</p> <p><u>Executive Search Firm – Procurement and Selection Process</u></p> <p><u>A) Procurement</u></p> <ul style="list-style-type: none"> • Review RFP <ul style="list-style-type: none"> ○ Background info on the Port and formation of NWSA ○ Executive Director Role – overview ○ Desired qualifications of Exec Search Firm ○ Timeline and deliverables ○ Evaluation criteria and scoring <p><u>B) Selection Process:</u></p> <ul style="list-style-type: none"> • All RFP’s meeting requirements will be provided to Commissioners • Finalists will be invited for presentations and interviews <p><u>Recruitment & Selection Process for POT Executive Director</u></p> <ul style="list-style-type: none"> • Executive Search firm will work with Commissioners to finalize job description (role & responsibilities); identify desired qualifications and traits • Develop and implement recruitment plan and Community Outreach • Identify finalists for interviews • Conduct finalists’ interviews 	X						
<ul style="list-style-type: none"> • Finalize RFP and proposed POT Executive Director role 		X					
<p>PROCUREMENT PROCESS BEGINS FOR EXECUTIVE SEARCH FIRM</p> <ul style="list-style-type: none"> • Commission agenda item for approval to issue RFP for Executive Search firm 			X				
<ul style="list-style-type: none"> • Issue RFP – proposals due Nov 28th • Evaluate and score RFP’s • All RFP’s will be submitted to Commissioners • Staff will provide recommendations on finalists 				X			

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Executive Session <ul style="list-style-type: none"> Select finalists for Executive Search firm Finalize panel interview questions; evaluation criteria; reference checks 					X		
Presentations by Executive Search Firm Finalists <ul style="list-style-type: none"> Selection of Executive Search firm 						X	
POT Commission meeting – request approval to hire Executive Search firm							X
EXECUTIVE SEARCH KICK-OFF (timeline to be determined): <ul style="list-style-type: none"> Discussion/Finalize role and responsibilities of Executive Leader – job title and job description; salary range Required experience; knowledge; attributes Draft proposed time line and recruitment/selection process Outreach Plan 							
Exec Session <ul style="list-style-type: none"> Finalize outreach proposal; timeline and evaluation criteria Determine process for selection of top finalists 							
Exec Session <ul style="list-style-type: none"> Update from Executive Search Firm Next steps 							
Exec Session <ul style="list-style-type: none"> Review of Finalists Finalize interview questions Schedule interviews References Notice of reception for public to meet finalists 							

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Reception for public to meet finalists Conduct panel interviews <ul style="list-style-type: none"> • Candidate discussion and selection of Executive Leader • Next steps: conditions of job offer; job offer • Communication plan: commission meeting; internal & external 							

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