

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
Executive Session Kick Off Meeting – Overview of Processes <u>Executive Search Firm – Procurement and Selection Process</u> <u>A) Procurement</u> <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 <u>B) Selection Process:</u> <ul style="list-style-type: none"> All RFP's meeting requirements will be provided to Commissioners Finalists will be invited for presentations and interviews <u>Recruitment & Selection Process for POT Executive Director</u> <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					
PROCUREMENT PROCESS BEGINS FOR EXECUTIVE SEARCH FIRM <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
<u>EXECUTIVE SEARCH KICK-OFF (timeline to be determined):</u> <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 							