

**New Mexico Finance Authority
Chief Executive Officer**

Suggested Recruitment Schedule
Updated August 8, 2013

Estimated Recruitment and Selection Timeframes

Elements	Time to Complete	
Beginning of Recruitment Process <u>June 4, 2013</u>		
• Kick-off Meetings		June 4, 2013
• Draft / Revise / Finalize Recruitment Brochure		Week of June 24 th
• Print Brochure		Week of July 1 st
• Place Ads		Week of July 8 th
Recruitment Opens <u>July 1, 2013</u>		
• Period for the recruitment to be open	6 weeks	July 1 st to August 12 th
First Review of Resumes: <u>September 3, 2013</u>		
• Applicant Screening Interviews by RA&A	1 week	Week of September 3 rd
• Review Resumes with NMFA (Phone Conference with Selection Committee)	1 week	Week of September 9 th
• Interviews with NMFA (with Selection Committee)	1-2 weeks	Week of September 30 th
• Final Selection		Finalist candidate determined at interview. Offer of employment contingent upon completion of background check.
• Background and Reference Check	2 weeks	Completed 10 business days after finalist candidate selected
• Contract Negotiation/Acceptance of Offer	1 week	
• Candidate in Place	TBD	Mutually agreeable starting date negotiated with selected candidate

