

## Proposed Search Process & Timeline

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|---|--|
| <ul style="list-style-type: none"> <li>• <b><u>CS&amp;A Site Visit</u></b> <ul style="list-style-type: none"> <li>- Virtually or in person</li> <li>- Limited constituent engagement</li> <li>- “Search Readiness Workshop” (Board and Search Committee)</li> <li>- Agree on search priorities</li> </ul> </li> </ul> | By early September                           |
| <ul style="list-style-type: none"> <li>• <b><u>Create President Search Page</u></b> <ul style="list-style-type: none"> <li>- On school’s website</li> <li>- Invite nominations and post periodic updates</li> </ul> </li> </ul>   | By early September                           |
| <ul style="list-style-type: none"> <li>• <b><u>Distribute Community Survey</u></b> <ul style="list-style-type: none"> <li>- Constituent priorities</li> </ul> </li> </ul>   | Week following Site Visit                    |
| <ul style="list-style-type: none"> <li>• <b><u>Approval of Position Profile</u></b> <ul style="list-style-type: none"> <li>- Post search link on school website</li> </ul> </li> </ul>  | By mid-September                             |
| <ul style="list-style-type: none"> <li>• <b><u>Network Email Launch</u></b> <ul style="list-style-type: none"> <li>- Activate CS&amp;A networks</li> <li>- Activate De Smet networks</li> </ul> </li> </ul>   | By mid-September<br>Include Position Profile |
| <ul style="list-style-type: none"> <li>• <b><u>CS&amp;A Build Candidate Pool</u></b> <ul style="list-style-type: none"> <li>- Utilizing all sourcing strategies</li> <li>- Include internal candidates and Friends of the School referrals</li> </ul> </li> </ul>   | Mid-September Onward                         |
| <ul style="list-style-type: none"> <li>• <b><u>Post Candidate Dossiers in Online Portal</u></b> <ul style="list-style-type: none"> <li>- For private access of Search Committee</li> </ul> </li> </ul>  | By end of October                            |
| <ul style="list-style-type: none"> <li>• <b><u>Schedule Search Committee Meeting</u></b> <ul style="list-style-type: none"> <li>- To Select Candidates to be Interviewed</li> </ul> </li> </ul>   | By mid-November                              |
| <ul style="list-style-type: none"> <li>• <b><u>Interview Candidates and Conduct Reference Checks</u></b> <ul style="list-style-type: none"> <li>- By Zoom or in person</li> </ul> </li> </ul>   | By early-December                            |



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- **Bring 2 or 3 Finalists to Campus**

By early-January

- Engage with key constituents and/or just the board  
(To Be Determined)
- Involve Provincial as required

- **Make Decision**

By mid-January

- Create transition and onboarding plan
- Schedule “Onboarding Retreat and Workshop”  
(If Desired)
- Start date July 2021



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