

Airport Manager Recruitment and SeltionTimeline (DRAFT)

	WHO	Jan-Feb	Feb-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr	5-May	12-May	19-May	26-May	2-Jun	9-Jun	16-Jun	23-Jun	30-Jun	7-Jul	14-Jul	21-Jul	28-Jul	4-Aug	11-Aug	18-Aug
Recruitment Phase				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Decision on Executive Recruiter	COM																								
Provide Recruitment Info & Finalize Job Posting	HR/COM																								
Advertise Position and Candidate Contact	ADK																								
Initial Screening of Candidates	ADK																								
Selection Criteria Phase (Ongoing)																									
Develop Selection Process and Criteria	COM																								
Screening Phase																									
Screening of Candidates after Posting Closes	ADK																								
CBJ Access to ADK Portal to Review Candidates	COM																								
Select Candidates for First Interview	COM																								
Schedule Video Interviews	HR																								
Conduct Video Interviews	COM																								
Select Finalists	COM																								
Contact Finalists to Verify Interest	HR																								
Selection Phase																									
Arrange for Finalist Travel	HR																								
Announce Finalists	HR																								
Finalist Selection Process	COM/Board																								
Final Reference Check (If Needed)	HR																								
Offer Phase																									
Negotiations with Sucessful Candidate	HR																								
Finalize Onboard Plan	HR																								
Announce New Airport Manager	HR																								
Onboarding Phase																									
Candidate Relocation Assistance	HR																								
Candidate Start Date																									

Airport Manager Hiring Committee (Com)

Airport Board of Directors (Board)

ADK Executive Recruiter (ADK)

HR Staff (HR)

New Airport Manager

Revised 4/8/25