Airport Manager Recruitment and SelctionTimeline (DRAFT)

	WHO	Jan-Feb	Feb-Mar	24-Mar (1)	31-Mar (2)	7-Apr (3)	14-Apr (4)	21-Apr (5)	28-Apr (6)	5-May (7)	12-May (8)	19-May (9)	26-May (10)	2-Jun (11)	9-Jun (12)	16-Jun (13)	23-Jun (14)	30-Jun (15)	7-Jul (16)	14-Jul (17)	21-Jul (18)	28-Jul (19)	4-Aug (20)	11-Aug (21)	18-Aug (22)
Recruitment Phase																									
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																									
Negotations 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 Recuiter (ADK)
HR Staff (HR)
New Airport Manager

Revised 4/8/25