

RH PERRY & ASSOCIATES

SEARCH COUNSEL TO HIGHER EDUCATION

South Central College Vice President for Finance/Operations September 28, 2018	
[Exact Dates TBD] PHASE 1 – NEEDS ASSESSMENT & MARKETING (2 to 3 weeks)	
October 29	RHPA Consultant visits SCC and conducts the pre-search study ; develops draft of the Executive Search Profile, advertisement, and advertising strategy
November 5	RHPA provides draft of profile and timeline to President for review/editing
November 8	President provides edited and final profile and timeline to RHPA
November 14	Profile is posted to websites and advertisements are submitted for online posting; RHPA implements nation-wide recruitment strategy
PHASE 2 – RECRUITMENT STRATEGY & CANDIDATE MANAGEMENT (5 to 6 weeks)	
December 5 – January 14	RHPA recruits qualified candidates; uploads candidate files to Client Resource Center (CRC)
Jan 2 (or earlier)	Search committee receives access to CRC; reviews candidate materials
January 14	Due date for applications
January 21	Last day for search committee to submit candidate evaluations
PHASE 3 – SELECTION & EVALUATION (3 to 4 weeks)	
January 21 – February 4	RHPA conducts interviews of, and references for top candidates; candidate files are updated on CRC
Week of February 4	RHPA presents entire candidate pool to search committee; committee selects semi-finalists
February 14 & 15	Search committee conducts semi-finalist interviews; selects finalists
PHASE 4 – FINALIST DUE DILIGENCE (2 to 3 weeks)	
February 18 - 27	RHPA conducts intensive due diligence; finalist files are updated on CRC
PHASE 5 – FINALIST INTERVIEWS & APPOINTMENT (2 to 3 weeks)	
Week of Feb. 25th	Finalists visit campus and interview in person
February (TBD)	RHPA meets with search committee to review final due diligence; assists in compiling final report to the President
Week of March 4	The President selects the new Vice President for Finance/Operations
May 2019	The new Vice President assumes office

***Dates in bold indicate a meeting of the search committee.*