

**PROPOSED RECRUITMENT WORKPLAN  
SANDAG Independent Performance Auditor**

Week Ending	Activity
<b>COMMITTEE / BOARD INPUT AND RECRUITMENT PREPARATION</b>	
July 13, 2018	<b><u>7/13: Audit Committee Meeting</u></b> – Project kickoff meeting with Ralph Andersen & Associates (RA&A); initial discussions about recruitment strategy and workplan
July 27, 2018	<b><u>Selection Subcommittee Meeting #1</u></b> – RA&A leads discussion regarding the Independent Performance Auditor Position Profile (job responsibilities, experience, qualifications, characteristics), and stakeholder engagement strategy
July 30 – Aug 24, 2018	RA&A conducts stakeholder engagement meetings with Audit Committee members, Board members, and other key stakeholders
August 31, 2018	RA&A prepares the draft Position Profile, Recruitment Brochure, and other recruitment materials  <b><u>Selection Subcommittee Meeting #2</u></b> – RA&A reviews draft materials and recruitment strategy and obtains Selection Subcommittee feedback
September 14, 2018	<b><u>9/14: Audit Committee Meeting</u></b> – RA&A presents recommendations for the Position Profile and Recruitment Brochure; RA&A reviews the recruitment strategy; approved by the Audit Committee
<b>ADVERTISING AND RECRUITMENT</b>	
September 21, 2018	RA&A finalizes recruitment materials; Position advertised
Sep 21 – Oct 19, 2018	RA&A sources candidates and receives applications
October 26, 2018	<u>Monday, October 22</u> : Close Date for Applications RA&A completes screening and preliminary research on qualified applicants
November 2, 2018	RA&A prepares Search Report for Selection Subcommittee RA&A distributes Search Report to Selection Subcommittee
<b>CANDIDATE SELECTION</b>	
November 9, 2018	<b><u>Selection Subcommittee Meeting #3</u></b> - RA&A reviews Search Report with Subcommittee; Subcommittee identifies candidates for interviews  RA&A schedules candidate Interviews

<b>Week Ending</b>	<b>Activity</b>
November 16, 2018	<b><u>11/16: Special Audit Committee Meeting</u></b> – Committee conducts candidate Interviews and recommends finalist/s to the Board (Closed Session)
November 30, 2018	RA&A completes all pre-employment reference checks and verifications on finalist/s
December 7, 2018	<b><u>12/7: Board Meeting</u></b> - Board conducts interview/s with finalist/s and approves selection of a candidate (Closed Session)
December 21, 2018	RA&A negotiates terms and conditions of employment with the selected candidate
December 28, 2018	RA&A presents contingent offer of employment to candidate; accepted by candidate
January 4, 2019	RA&A completes final background checks
January 11 or 25, 2019	<b><u>1/11 or 1/25: Board Meeting</u></b> - Board approves employment contract (Open Session); announcement of selected candidate
March - April 2019	Candidate Start Date