

Project Plan

CHLNet | Executive Director

ACTION ITEMS

- **CHLNet Recruitment Committee:**
 - Confirm whether the proposed project plan meets the organization's recruitment goals and if there are any conflicts during the proposed weeks (i.e. vacations, conferences, or other commitments that make certain days/weeks/times unworkable for meetings).
- **Mullen Leadership Recruitment**
 - Once the project plan is confirmed, Mullen Leadership Recruitment will send out calendar invites for each project meeting.

KEY PROJECT DATES

- **Posting date:** May 29, 2026
- **Update calls via MS Teams:** 9:30 am MST/11:30 am ET on Fridays, starting on June 12, 2026.
- **Progress reports:** Biweekly, starting on June 12, 2026.
- **Candidate Self-Assessment forwarded for approval:** June 19, 2026.
- **Posting Close Date:** June 29, 2026
- **Long-list presentation (two hours required):** Week of July 6, 2026.
 - Please note: at this point we have more availability July 8, 9 & 10.
- **Round 1 candidate interviews (one full day or two half-days required):** Week of July 13, 2026.
- Mullen Leadership can accommodate virtual interviews via MS Teams/Zoom. **Round 2 candidate interviews (one half-day required):** Week of July 20, 2026.
 - We can accommodate virtual interviews via MS Teams/Zoom. **Please let us know if you wish to meet your finalist candidate in person.**
- **Final decision:** July 24, 2026.
- **Projected project completion:** Week of July 27, 2026.

DETAILED PROJECT OUTLINE

SEARCH PROFILE

- Mullen to draft a search profile for the Committee's review and approval
- Once we are 'live' with the search profile, we actively kick off the search and begin reaching out and interviewing potential candidates

- We ideally like to spend six to eight weeks in market sourcing and interviewing candidates after we finalize the search profile

Search profile draft will be sent to the Committee for review and edits. Once finalized, we will post the approved search profile to:

- Mullen Website
- LinkedIn

CANDIDATE SELF-ASSESSMENT

Mullen will draft 4-6 questions that will appear on the candidate self-assessment. This is a written homework exercise we offer to those candidates who have the potential to make the long list. This document, along with the candidate's cover letter and resumé, will be forwarded to the Committee to review as part of the long list presentation of candidates

Draft self-assessment to be forwarded to the Committee for review and approval.

UPDATE CALLS AND PROJECT REPORTING

- We schedule a 30-minute weekly call with the Committee; this allows us an opportunity to ask questions, provide market feedback, review candidates and ensure we are aligned with our progress. Calls may vary in length depending on what stage of the search we are in.
- **Please note:** If the entire committee cannot make an update call, that's fine. If you prefer that Kelly Grimes be the first point of contact for candidate questions, and general updates, please advise.
- Update calls will be conducted via MS Teams.
- Bi-weekly written progress reports will be provided 2 days before the update call. These documents will be password protected, and will outline our project and any required action items.

LONG LIST PRESENTATION

We request to hold two hours in your calendar for a virtual long list presentation where Mullen will provide further information on the candidates who we deem have strong potential for interview by the Committee. The outcome of this meeting is for the Committee to select their shortlist for interviews (typically 3-5). The Committee will receive an electronic binder (password protected) containing candidate information a few days before review before the meeting

Longlist E-Binder (password protected) to be forwarded to Committee 2-3 days before Long List meeting to give enough prep time to review candidate info)

- E-binder will contain candidate cover letters, resumé, self-assessments, and draft interview guide

CANDIDATE INTERVIEWS

Mullen recommends bringing 3-5 candidates forward for first-round interviews; Mullen recommends utilizing an interview guide to maintain consistency in interviews. Following the first round of interviews,

the Committee will identify 2-3 candidates to invite to a final round of interviews. Mullen recommends the interview format commences with a presentation followed by additional questions.

First Round Interviews (Committee & Mullen) will be scheduled for one full day or two concurrent half days, approximately 5-7 days after the long list meeting.

Second Round Interviews (Committee & Mullen) will be scheduled for one-half day, approximately 5-7 days after the first round.

PROJECT COMPLETION

- Once the Committee advises Mullen of the finalist candidate(s), the final steps of the process will kick-off:
 - Background check (credit, National criminal, and education verification)
 - Completed references (3 to 6 references with a minimum of one from each of the following: previous leader, peer and direct report)
- Once these steps are completed, the offer will be presented to the candidate. Mullen will be available to support throughout the negotiation, as required.

Please note that Mullen will send all calendar invitations to the Committee.