

CEO SELECTION TIMELINE – KEY POINTS (SUMMARY)

- **January 2026:**
 - Review the HTA President & CEO job description.
- **February 2026:**
 - PIG reviews applications from candidates who have confirmed their continued interest in the position.
- **March 2026:**
 - Begin interviews (format TBD: inperson or virtual).
- **April 2026:**
 - PIG identifies the finalists and provides a recommendation to the Board—either to select or to reopen the search.
 - If the Board decides to select a candidate (see attached)
 - Schedule meetings to interview the finalists.
 - Perform employment reference checks going back five (5) years.
 - Email reference checks to DBEDT HR Officer for review and clearance.
 - If reopening: Staff reposts the position and runs an ad.
 - Or procures the services of an Executive Search firm
- **May 2026:**
 - Post request for proposal from the executive search firms.
 - If reopened, accept and review new applications.
- **June 2026:**
 - Selection Committee formed and make selection of Executive Search Company
 - Process and contract executive search firm.
 - Accept applications and search firm makes a recommendation to the board
 - MS Teams: Collect applications, insert links to resumes (June, July)
 - Set a closing date for applications.
 - Share the folder with the Board for vetting.
- **July 2026:**
 - Accept applications and search firm makes a recommendation to the board
 - Continue collecting applications.
 - Review new applicants and narrow them down to the final candidates.
- **August 2026:**
 - Accept applications and search firm makes a recommendation to the board
 - PIG conducts in person or virtual interviews with face-to-face rounds.

- **September 2026:**
 - PIG schedules Board interview(s) and background checks for finalist(s).
- **October 2026:**
 - Finalist names are made public.
 - Board narrows down to two candidates to be recommended to the Governor.
 - Conduct employment reference checks going back at least five (5) years.
 - Email reference checks to DBEDT HR Officer for review and clearance.
 - Board recommends a candidate to the Governor.
 - The Governor issues a Governor's Message, sending the appointment to the Senate.
- **Date TBD**
 - The Senate EDT Committee notices a public hearing during the Legislative Session or Special Session.
 - If the committee votes to **Advise and Consent**, the full Senate votes on the appointment.