

SAMPLE TERRA SEARCH PARTNERS TIMELINE

Phase I: Organizational Consulting

- **Week 1**
 - Kick off conversation with key stakeholders
 - Planning Discussion with Search/Transition Committee
- **Week 2**
 - In person meetings or calls with other stakeholders including board and staff members and key constituents to understand position, organization, and culture
- **Weeks 3 & 4**
 - Draft position description
 - Develop potential target organizations and candidates
 - Finalize search strategy
 - Final approval of position description

Phase II: Outreach & Recommendations

- **Weeks 5 & 6**
 - Market outreach including dissemination of position description begins
 - Contact potential candidates and sources by email and phone
 - Initial candidate 30-minute source screenings with all qualified candidates
- **Weeks 7 & 8**
 - Continued outreach and follow up with candidates and sources
 - Bi-weekly status calls begin
 - Partners/Managing Director conduct 90-minute to 2-hour interviews with highly qualified candidates
- **Week 9**
 - Status Call with Terra Search and Search/Transition Committee to report on results of market outreach and candidate identification
- **Weeks 10 & 11**
 - Terra Search continues interviews with internal and external candidates

SAMPLE TERRA SEARCH PARTNERS TIMELINE CONT.

Phase III: Interviews & Closure

- **Week 12**
 - Terra search prepares in depth candidate profiles including a narrative of the candidate's education and career trajectory, resume, motivations, potential weaknesses, and compensation requirements.
 - Terra Search recommends slate of candidates to Search/Transition Committee
- **Week 13**
 - Terra Search coordinators schedule first round interviews
 - Partners/Managing Director prepare candidates and key stakeholders for interviews
- **Weeks 14 & 15**
 - Search/Transition Committee interviews first round candidates, including internal candidates, if any
- **Week 15**
 - Partners/Managing Director follow up with client and candidates on first round interview
 - Search/Transition Committee recommends short list of candidates
- **Week 16**
 - Terra Search coordinators schedule second round interviews
 - Partners/Managing Director prepare candidates and key stakeholders for interviews
- **Week 17**
 - Search/Transition Committee interviews finalist candidates
- **Week 18**
 - Partners/Managing Director follow up with client and candidates on final round interview
 - Search/Transition Committee recommends final candidate to Board of Directors
- **Week 19 & 20**
 - Board of Directors approves candidate
 - Partners/Managing Director prepare offer terms
 - Partners/Managing Director negotiate offer terms with candidate and client
 - Finalist candidate accepts offer