



Oregon Department of Fish & Wildlife Director Proposed Recruitment Plan

Proposed to the Commission - Jan 12, 2024



Task	Who	Completion Dates
Preparation of Recruitment Plan		
Revise and Update Position Description	Director Melcher	Done
Prepare Draft Recruitment Plan including: <ul style="list-style-type: none"> • Minimum Qualifications • Attributes • Screening Process* 	Director Melcher and Executive Recruiter	Prior to January 12, 2024
Public Input Opportunity & Commission Approval of Recruitment Plan		
Draft Recruitment Plan Posted on ODFW Website	ODFW Web staff	January 11, 2024
Presentation of Draft Recruitment Plan to Commission & Public Input Opportunity	Director Melcher	January 12, 2024
Approval of Recruitment Plan including: <ul style="list-style-type: none"> • Qualifications and Attributes • Position Description • Screening Process* 	Commission	Late Jan/Early Feb 2024 (Commission Meeting-Action Item)
Recruitment & Screening		
Job Posted, Begin Advertising, and Executive Outreach Recruiting Initiative	Executive Recruiter	January 22, 2024-February 23, 2024
Processing of Applications & review of applicants for minimum qualifications	Executive Recruiter	Late February 2024
Review candidates that meet MQ's to determine finalists.	Executive Recruiter, Screening Panel*, virtual platform	Early March 2024
Reference checks conducted. Pay Equity Analysis	Executive Recruiter DAS	Early March 2024

Final Candidates Public Forum (ODFW Headquarters Office, Salem): <ul style="list-style-type: none"> • Candidates are presented to the public. • Each candidate will have 3 minutes to introduce themselves and 10 minutes Q&A with audience. • Audience asked to submit questions prior to start of event, choosing 3-4 questions that will be asked of each candidate 	Final Candidates, Executive Recruiter, Commission	March 15, 2024 Audience submits questions in advance.
Final Candidates Meet with Governor, or Governor's representative	Final Candidates, Governor's representative	TBD
Commission Interviews Final Candidates	Commission	March 15, 2024 (Commission Meeting – Executive Session)
Commission Selects Final Candidate	Commission	March 15, 2024 (Commission Meeting – Action Item)
Employment Offer (expected start date 15-30 days from March 15, 2024)	Commission Chair, ODFW HR	March 15, 2024

Subject to minor modifications if necessary

*Screening Panel: The Screening Panel will include two Commission members, one liaison from the Governor's Office, and the executive recruiter.

Note: Dates may change through the process due to unforeseen circumstances.