



# Oregon Department of Fish & Wildlife Director Proposed Recruitment Plan

Proposed to the Commission - April 19, 2024



Task	Who	Completion Dates
<b>Preparation of Recruitment Plan</b>		
Revise and Update Position Description	Director Melcher	Done
Prepare Draft Recruitment Plan including: <ul style="list-style-type: none"> <li>• Minimum Qualifications</li> <li>• Attributes</li> <li>• Screening Process*</li> </ul>	Director Melcher and Executive Recruiter	Prior to January 12, 2024
<b>Public Input Opportunity &amp; Commission Approval of Recruitment Plan</b>		
Revised Draft Recruitment Plan Posted on ODFW Website	ODFW Web staff	March 22, 2024
Presentation of Revised Draft Recruitment Plan to Commission & Public Input Opportunity	Director Melcher	March 22, 2024
Approval of Revised Recruitment Plan including: <ul style="list-style-type: none"> <li>• Qualifications and Attributes</li> <li>• Position Description</li> <li>• Screening Process</li> </ul>	Commission	March 22, 2024 (Commission Meeting-Action Item)
<b>Recruitment &amp; Screening</b>		
Job Posted, Begin Advertising, and Executive Outreach Recruiting Initiative	Executive Recruiter	January 22, 2024-February 23, 2024
Appointment of an Interim Director to be effective on April 1, 2024	Commission	February 16, 2024 (at the scheduled Commission meeting)
Processing of Applications & review of applicants for minimum qualifications	Executive Recruiter	Late February/Early March 2024

Review candidates that meet MQ's to determine candidates who will be interviewed in first round of interviews.	Screening Panel*	March and April 2024
Interview applicants – First Round.	Interview Subcommittee**	April 2024 (Subcommittee meetings – Executive Session)
Determine Final Candidates.	Interview Subcommittee.	May 1 to 9, 2024 (Subcommittee meeting -- Executive Session; and then open session to vote on finalists.)
Reference checks conducted.	Executive Recruiter	May 1 to 9, 2024
Pay Equity Analysis	DAS	
Final Candidates Meet with Governor, or Governor's representative	Governor or Governor's representative (or both).	May 1 to 9, 2024
Final candidates meet tribal representatives	Final Candidates and Tribal Representatives***	May 9, 2024
Final Candidates Public Forum (ODFW Headquarters Office, Salem): <ul style="list-style-type: none"> <li>• Candidates are presented to the public.</li> <li>• Each candidate will have 3 minutes to introduce themselves and 10 minutes Q&amp;A with audience.</li> <li>• Audience asked to submit questions prior to start of event, choosing 3-4 questions that will be asked of each candidate</li> </ul>	Final Candidates, Executive Recruiter, Commission  Audience submits questions in advance.  Audience submits feedback using online platform during public forum	May 10, 2024
Commission Interviews Final Candidates	Commission	May 10, 2024 (Commission Meeting – Executive Session)
Commission Selects Final Candidate	Commission	May 10, 2024 (Commission Meeting – Action Item)
Employment Offer (expected start date 15-30 days from May 10, 2024)	Commission Chair, ODFW HR	May 10, 2024

Subject to minor modifications if necessary

\* The Screening Panel shall consist of the Chair of the Commission, the Vice-Chair of the Commission, and one liaison from the Governor's Office. The Screening Panel will not meet or deliberate together. Each member of the Screening Panel will individually score the applications based on the hiring criteria, and after these scores have been averaged (by DAS), veteran's preference will be added to each eligible candidate's score. The highest scoring candidates will be moved to the next step by DAS.

\*\* The Interview Subcommittee shall consist of the Chair, Vice-Chair, Governor's representative, and the Governor's Tribal Affairs Director. The Interview Subcommittee will identify the finalists that move to the next step.

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