

July 2011

Monday	Tuesday	Wednesday	Thursday	Friday
				1
				DEADLINE to accept/decline SG21 and HR mgmt position offers – effective today. Email Announce New 21s and HR mgrs.
4	5	6	7	8
Holiday	SMT continues to review SG17 to 20 candidates	SMT continues to review SG17 to 20 candidates	SMT continues to review SG17 to 20 candidates	SMT continues to review SG17 to 20 candidates
11	12	13	14	15
DEADLINE for SMT to decide to appoint or post SG17-20 positions. DE/Div Head Staffing Status conf call pm	Discussions w/SMT/Exec team on appointments Tuesday-Thursday	Discussions w/SMT/Exec team on appointments Tuesday-Thursday	Discussions w/SMT/Exec team on appointments Tuesday-Thursday	DEADLINE Offers made to SG17-20 appointees
18	19	20	21	22
DEADLINE to accept or decline SG17-20 appts. DE/Div Head Staffing Status conf call in the pm	Announcement of SG17-20 Appointments PM - Statewide job posting for SG17-20 positions			
25	26	27	28	29
DE/Div Head Staffing Status conf call in the pm	DEADLINE to apply for SG17-20 positions		DEADLINE HR provides DEs and Div Leaders with recommended interview list for SG20 and CR Managers positions	DEADLINE – AM - DEs and Div Leaders notify HR of SG 20 and CR Managers interviews PM - SG 20 and CR Managers – Interviews scheduled

August 2011

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
<u>SG 20 and CR Managers</u> - Interviews	<u>SG 20 and CR Managers</u> - Interviews	<u>SG 20 and CR Managers</u> - Interviews	<u>SG 20 and CR Managers</u> - Interviews	<u>SG 20 and CR Managers</u> - Interviews
8	9	10	11	12
DEADLINE – AM - DEs/Div Leaders notify HR Div of SG20 and CR Managers offers. PM - Ex. Team approves offers. DE/Div Head Staffing Status conf call in the pm	<u>SG 20 and CR Managers</u> - Offers made	<u>SG 20 and CR Managers</u> - Offers accepted and announced – effective same time. DEADLINE HR provides DEs and Div Leaders with recommended interview list for SG19 and SG 18 Information System (IS) positions		DEADLINE – AM - DEs and Div Leaders notify HR of SG 19 and SG 18 IS interviews PM – HR schedules SG 19 and SG 18 IS interviews
15	16	17	18	19
<u>SG 19 and SG 18 IS</u> - Interviews DE/Div Head Staffing Status conf call in the pm	<u>SG 19 and SG 18 IS</u> - Interviews	<u>SG 19 and SG 18 IS</u> - Interviews	<u>SG 19 and SG 18 IS</u> - Interviews	<u>SG 19 and SG 18 IS</u> - Interviews
22	23	24	25	26
DEADLINE - AM - DEs/Div Leaders notify HR Div of SG 19 and SG 18 IS offers. PM - Ex. Team approves offers. DE/Div Head Staffing Status conf call in the pm	<u>SG 19 and SG 18 IS</u> - Offers made	<u>SG 19 and SG 18 IS</u> - Offers accepted and announced – effective same time DEADLINE HR provides DEs and Div Leaders with recommended interview list for SG 18 positions		DEADLINE – AM - DEs and Div Leaders notify HR of SG 18 interviews PM – HR schedules SG 18 interviews
29	30	31		
<u>SG 18</u> - Interviews DE/Div Head Staffing Status conf call in the pm	<u>SG 18</u> - Interviews	<u>SG 18</u> - Interviews DEADLINE HR provides DEs and Div Leaders with recommended interview list for SG 17 positions		

September 2011

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			<u>SG 18</u> - Interviews	<u>SG 18</u> - Interviews DEADLINE – AM - DEs and Div Leaders notify HR of SG 17 interviews PM – HR schedules SG 17 interviews
5	6	7	8	9
Holiday	DEADLINE – AM - DEs/Div Leaders notify HR Div of SG18 offers. PM - Ex. Team approves offers. <u>SG 17</u> - Interviews	<u>SG 18</u> - Offers made <u>SG 17</u> - Interviews	<u>SG 18</u> -Offers accepted and announced – effective same time <u>SG 17</u> - Interviews	<u>SG 17</u> - Interviews
12	13	14	15	16
DEADLINE –AM - DEs/Div Leaders notify HR Div of SG17 offers. PM - Ex. Team approves offers. DE/Div Head Staffing Status conf call in the pm	<u>SG 17</u> – Offers made	<u>SG 17</u> – Offers accepted and announced – effective same time		
19	20	21	22	23
26	27	28	29	30