

## Report 2025-06-11 APPENDIX A

### OPL Succession Planning Working Group

#### RECRUITMENT PLAN

##### Timelines

These timelines represent guidelines and may shift if a stage requires more time to execute. In most cases the one-week buffer for each stage of the recruitment.

Action	Timeframe
Seek Plan Approval from Board	Wednesday June 11
Submit Job Posting to HR	Friday June 13
Post Job Opportunity	Week of June 16
Job Posting Closes	July 11
Media Release – CEO Retirement	Week of July 14
HR to Share Applications	Week of July 21
Review Candidate Applications	July 28 to July August 8
Shortlist of Candidates to HR	Week of August 11
Schedule Interviews	Week of August 18
Host Interviews	Week of September 2 (Round 1) Week of September 8 (Round 1) Week of September 15 (Round 2)
Letter of Offer	Week of September 22
Onboard New CEO	Monday October 20
OPL Board Meeting	Wednesday October 22
D. Fraser Last Day in office	Friday October 24
OPL Volunteer Night	Friday November 14
D. Fraser Official Retirement Date	Friday November 30

##### Job Posting Details

See Appendix B

##### Job Description

Awaiting Board approval, see Appendix C.

## Where to Market the Opportunity

Specific platforms were identified to target potential candidates. The use of each platform will be dependent on cost effectiveness.

1. Town of Orangeville Website
2. LinkedIn (Paid or Unpaid)
3. Ontario Library Services
4. Ontario Library Association
5. Municipal World
6. Indeed

## Interview Format

Pre-Screening Questions

Short List of candidates

Host first round of Interviews

Interview Panel:

- Succession Planning Working Group
- Human Resources Staff Member
- General Manager, Community Services

Host Second Round of Interviews. Consider issuing an assessment (presentation, written assignment).

Interview Panel:

- Succession Planning Working Group
- Manager, Human Resources
- External Chief Librarian/CEO

## Onboarding New CEO

Ideally there will be a week overlap between the current CEO and the new CEO. The current CEO will develop an onboarding plan that will include, but not limited to:

- Board, Council, Staff and Partner Organization Introductions
- Review of the OPL Strategic Plan, Policies and Procedures
- Overview of Current Projects
- Facility Tours

- Corporate online training