



CITY OF SAN JOSE-OFFICE OF RETIREMENT SERVICES

CHIEF INVESTMENT OFFICER

Recruitment Timeline

PHASE 1:

October 24, 2025	Recruitment Start Meeting with the Joint Personnel Committee (JPC)
October 27 to 29, 2025	Alliance creates target list of candidates
October 29, 2025	Draft recruitment brochure submitted to JPC
November 3, 2025	Recruitment profile approved by the JPC

PHASE 2:

November 7, 2025	Recruitment Brochure finalized and published
	Recruitment open on ARC and SJORS websites
	Ads placed
November 10 to December 5, 2025	Active recruiting started by Alliance to target list of professionals
December 5, 2025	Resume deadline

PHASE 3:

Week of December 8, 2025	Alliance conducts preliminary screening interviews
	Alliance conducts news article and social media checks on candidates
Week of December 15, 2025	Progress Meeting with JPC to select finalists to interview for 1 st round.

PHASE 4:

Week of January 5, 2026	1 st Round Interviews
After 1 st Round Interviews	JPC selects leading candidates for 2 nd round interviews
Week of January 12 or 19, 2026	Top 2-3 candidates interviewed by both Boards
The week after	Alliance completes reference checks and background checks
	Offer and negotiations finalized
	Background checks completed