



COLLIN COUNTY

Information Technology
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To: Judge Keith Self
Commissioner Shaheen
Commissioner Hoagland
Commissioner Jaynes
Commissioner Ward
Bill Bilyeu

From: Caren Skipworth, IT Director

Date: June 9, 2010

Re: Network Support Specialist Position

Below is the timeline regarding the vacancy and pending offer dates of the Network Support Specialist position. The IT Department request reconsideration and approval to stand by offer pending offer.

- 4/10/10 - Position Posted.
- 4/30/10 - First Interview held
- 5/10//10 - Last Interview held.
- 5/11/10 - Discussed with Lanette my choices of applicants to hire.
- 5/12//10 - Lanette was going to discuss with Caren.
- 5/13/10 - Checked status with Lanette again for approval to move forward.
- 5/17/10 - Received approval so I submitted "prepare job offer" in PeopleSoft & notified Jake.
- 5/24/10 – Court date requiring posting running through Commissioners Court.