

Key Steps for Cabinet-Level Candidates in a New Administration

STEP	TIMING	COMMENTS
Develop Initial list of 5-10 for each position	June–September	Early work of very small personnel group and close advisers
Conduct initial public record vetting	June–September	Use public record (e.g., internet); no outreach to candidates
Narrow to short list	By late–October	Iterative discussion with personnel team and key advisers
Conduct deeper background check	After short list is chosen	If person volunteers to complete forms; conducted by lawyers
Preliminary selection of nominee	Late October/early November	President selects likely candidate from small (3-5 candidate) pool
Confirmatory interview with President	Early November	Interview with presumed candidate (their job to lose)
Final decision and formal offer	During/just after interview	President (with close advisers) makes final selections
Confirmatory interview with Counsel	Following selection	With President-elect and close advisers; then WH Counsel
Announce intent to nominate	Following Counsel interview	Cannot officially nominate until after the Inauguration
FBI and OGE conduct investigations	November–Inauguration (or after)	FBI may initiated background check if name submitted earlier
Senate holds hearings for nominees	Early January	Many conducted prior to formal nomination to speed process
President sworn in	January 20	--
President officially nominates candidate	Immediately after Inauguration	--
Senate confirms nominee	Late January/early February	--

Notes:

- Process for sub-cabinet level nominees is similar:
 - Process normally begins later (post-Inauguration); agency heads involved with selection
 - Accelerated process (above) used at start of administration for high-profile deputies, etc.
 - Later nominees will typically undergo FBI background check before nomination is announced
- Intended to show general process; some transition teams may run process somewhat differently.



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