

## Search Responsibilities

Search Committee	Board/Governance Committee
<p>Place Ads and Review Applications</p> <ul style="list-style-type: none"> <li>- Determine where to place ads for a National search</li> <li>- Determine how applications will be received and reviewed</li> <li>- Write and place ads</li> <li>- Review applications and narrow to “interviewees”</li> </ul> <p>Establish Interview Process:</p> <ul style="list-style-type: none"> <li>- Determine how interviews will be conducted (1-on-1 or teams?, # of rounds per applicant, etc.)</li> <li>- Construct questions to be used in interviews</li> <li>- Develop process documentation (files, interview format &amp; guidelines, interview summary sheets, etc.)</li> <li>- Determine process for narrowing candidates to finalists</li> </ul> <p>Conduct Interviews</p> <ul style="list-style-type: none"> <li>- Schedule interviews</li> <li>- Interview candidates and document process</li> </ul> <p>Obtain References on Finalist</p> <p>Prepare Finalists List</p> <ul style="list-style-type: none"> <li>- Prepare recommendations for the Board</li> </ul> <p>Recommend Finalists to Board [Date of Board Meeting]</p>	<p>Establish School Leader selection criteria and provide to Search Committee:</p> <ul style="list-style-type: none"> <li>- Job Responsibilities</li> <li>- Skills, Experience, Background</li> <li>- Leadership Traits and Characteristics</li> <li>- Other Selection indicators <i>(see Focus Group Data)</i></li> </ul> <p>Define other relevant offer information:</p> <ul style="list-style-type: none"> <li>- Salary Range/Benefits (relocation?)</li> <li>- Starting Date and Terms</li> </ul> <p>Review and Interview Finalist</p> <p>Extend Final Offer</p> <p>Notifications:</p> <ul style="list-style-type: none"> <li>- Notify those applicants not considered for interview</li> <li>- Notify interviewed candidates who were not selected</li> </ul>