Formal Interview Planning

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When establishing formal interview teams the following should be taken into consideration:

* How many people comfortably fit in the established interview rooms?
* What district and community members do you want feedback from to select the new leader?
* Are various constituencies within the community included, e.g., business, government, parents, farmers, etc.?
* What district and community members can best answer questions from the candidates in an honest, yet tactful manner?

Students

* Is there a representative sample of students on the committee, e.g., National Honor Society, student council, fine arts, etc.?
* Is there a balance of male and female representatives?
* Will the students be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Support Staff

* Is there representation from various support staff constituencies, e.g., associates, custodians, maintenance, secretaries, cooks, and transportation?
* Is there a balance of male and female representatives?
* Will the support staff representatives be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Teaching Staff/Coaches

* Are the elementary, middle, and high school teaching staffs represented?
* Is there a balance of male and female representatives?
* If using coaches, is there representation of both male and female activities?
* Will the teaching staff/coaches representatives be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Administrators/Directors

* Are all levels of administration represented?
* Are directors included on the interview team? If so, which areas are represented?
* Is there a balance of male and female representatives?
* Are those that report directly to the superintendent involved?
* Will the administrators/directors representatives be able to answer questions of the candidates, and present both themselves and the district in a positive manner?

Community Members

* What various constituencies are represented on the committee, e.g., parents, business, civic leaders, farmers, etc.?
* Is there a balance of male and female representatives?
* Are people on this committee the same ones the new superintendent would/should include in his/her transition plan?
* Will the community representatives be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Brainstorm district and community members for the formal interview teams – generally each team consists of 18-22 members – recommended proportions are in yellow.

***Interview Team A***

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| **Students** | **Support Staff** | **Teaching Staff/Coaches** | **Administrators/**  **Directors** | **Community Members** |
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| **Board Members:** | | | | |

***Interview Team B***

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| **Students** | **Support Staff** | **Teaching Staff/Coaches** | **Administrators/**  **Directors** | **Community Members** |
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| **Board Members:** | | | | |