**INTERVIEW TEAM LEADER:**

**Identifying desired qualifications**

**Necessary supplies:**

1. **Chart paper**
2. **Marker**
3. **One room (for each stakeholder group)**
4. **District goals, reports (CSIP, Department of Education Site Visit Reports, Iowa Assessment reports, SMART Goal Data, other)**

**Steps:**

1. **If the team does not know each other…have them introduce themselves.**
2. **Let the team know that the goal of this process is to identify 5-10 desired qualifications in a new school leader. The list that you generate will be compared to other lists that the other stakeholder groups come up with. Upon completion of each individual list, everyone involved in the interview process will have an opportunity to see what the other groups listed as desired qualifications. Each person will vote for 5 qualifications that they feel are most important in a new school leader. These will be compiled and fine tuned prior to advertising for the position. The team will have approximately 30 minutes to come up with a list of desired qualifications.**
3. **Hang the chart paper so everyone can see it. On the chart draw a “T.” On the top of the “T chart” write desired qualification on the left topside and “reason” on the top right side.**
4. **Let the team know that each desired qualification, skill, or experience they list will need rationale (or reason). The rationale will serve the successful candidate well after the interview process when they seek to create an entry plan and identify what work/priorities should be addressed first.**
5. **Prompt the interview team to brainstorm desired qualifications (using the reports, data, and goals they have access to) in a new school leader. Write every desired qualification down on the paper understanding that everyone involved in the interview process will later have a chance to vote on the desired qualifications of most importance to the majority.**
6. **Take the chart paper to the meeting room after time is up and hang it on the wall with the other group’s charts. The search consultant or board president will facilitate the voting and discussion from this point.**