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EXECUTIVE RECRUITMENT & DEVELOPMENT

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Superintendent Finalist Selection Process

BOARD GUIDELINES

Corbett School District

- Confidentiality: Any discussion of candidates and materials you take from the closed meeting is confidential and may not be shared with others.
- Interview schedule: Each board member has an obligation to attend each interview and honor the time schedule. If a significant other/partner is attending the interview day, activities should be arranged to visit the community and points of interest which might positively influence the candidate you choose. Remember you are being interviewed too.
- At least two people should be responsible for details and coordination of activities of both the candidate and significant other/partner.
- Open or closed interview: If the board's interview is open, remind the public they may observe the process but may not participate. If the interview is in closed session, you need to decide if the significant other/partner is invited.
- Interview questions: If there are three questions for a given criteria and the candidate answers all three with the first question, skip the next question(s) and move to the next criteria. When you are satisfied with the response, tell the candidate "thank you" as a signal that the next question can be asked.
- Additional or clarifying questions are appropriate but can be time consuming.
- Each board member must complete the interview form on each candidate and when the process is complete, those forms must be returned to the consultants.

Group input: You will receive the "Stakeholder Group Input Form" from each group for each finalist. Do not review or use these until after your last candidate is interviewed and you are discussing all the candidates and making your final decision.

Selecting finalists: If the board desires a consultant to be present as you make the final selection, our presence is only to facilitate the decision-making process, not to direct you in selecting a particular candidate.

Review your notes on each candidate. In selecting your superintendent from the choices available, discuss the merits of each candidate. After reviewing each candidate, rank order all the candidates. If after the first ranking there is no clear choice, eliminate any who are not in contention and discuss the merits of the remaining candidates. Again, rank order the remaining candidates. Only after the candidates have been discussed and ranked do you review the community input forms.

Select your first and second choice and a close third choice if there is one. (In the event your final choice withdraws or selects another district before you offer a contract, you'll want to consider your second choice.)

It is of critical importance that the new superintendent be hired on a unanimous vote.

You may wish to visit the community of the final candidate. The consultants will coordinate the visit. We recommend you visit the community of only the final candidate unless you are deadlocked on two or more candidates.

If you desire that a consultant be present at any or all of the interviews, we will accommodate that interest; however, an additional fee will be charged.

Press release: The consultants will prepare a press release announcing the final candidates, including their current positions and locations immediately following the board meeting. Similarly, the consultants will prepare a press release as soon as you reach agreement with your final selection.

Verify acceptance: If you have asked a consultant to be in attendance at the decision-making meeting, the consultant can call and offer the position. The board president should otherwise make the offer and notify the consultant when the position has been offered and accepted. Verification is dependent upon a signed contract. The longer the time between the board's decision, an offer and a signed contract, the greater the risk of losing your choice.

Offering the contract: If you ask the consultant to offer the contract, we will represent you. Otherwise, be clear about what you're offering. Salary is the most important. Have a specific amount agreed to prior to making the offer.

Do not offer a range.

Other areas the board should agree to prior to an offer:

- length of contract (# of years)
- insurance package
- number of vacation days and accumulation agreement
- number and type of leave days
- professional dues and attendance to professional conference(s)
- automobile allowance
- annuity or additional benefit (such as whole life insurance)

Review the current contract to be sure you've included necessary specifics.

Individual board members should not be in touch with the candidate(s) unless designated by the full board to do so.

If an individual board member is contacted **about** a candidate, they should notify the board chair.

If an individual board member is contacted **by** a candidate, they should notify the board chair who will notify the consultants and that candidate will be eliminated from consideration.

Be prepared to negotiate with your top candidate. You don't want to lose someone over minor differences. We would recommend you request that your board attorney review the contract prior to its being sent to the final candidate.

Return files: Return all applicant files and notes in your possession to the consultants. These will be returned to McPherson and Jacobson's home office in Omaha. Notes and files are kept five years in the event there is a legal challenge.

Confidentiality reminder: Any discussion of candidates and materials you take from the closed meeting is confidential and may not be shared with others.