



## Sequence of Events—Superintendent/CEO Search

Event	Description
<b>Presentation</b>	The process usually begins with a proposal to conduct the search. All of the board's questions and concerns are addressed at this meeting.
<b>Planning</b>	Each of the key events on this list and the appropriate dates are discussed, modified as required and approved by the board. The consultant presents a draft time line for discussion.
<b>Leadership profile development</b>	Information is collected from a variety of groups during interview sessions. The purpose is to develop a profile of the ideal candidate. The list of groups and session times are approved by the board based on a draft recommendation from the consultant. Community and district residents may also provide input using the district's web site.
<b>Leadership profile report</b>	This is an optional meeting in which the consultant presents a summary of the information gathered from the various groups. Included is a list of qualifications and characteristics (Q & C) which forms the basis of the advertising for a new superintendent/CEO. The board approves the Q & C list.
<b>Application deadline</b>	This is an administrative date by which all applications are to be submitted to ESS in an electronic (web-based) format. The board takes no action.
<b>Review of applications</b>	Within a week of the application deadline, each member of the board will receive a confidential CD containing all of the applications received for the vacant position. The board, using the data on the CDs and recommendations from the consultant, decides which of the applicants it will initially interview. The board will also develop questions for the interview and approve the interview schedule.
<b>Initial interviews</b>	This part of the process occurs over 2-3 evenings with the board interviewing 2 applicants per night. The board selects 2-3 candidates they wish to interview in greater detail.
<b>Prepare for final interviews</b>	The board and consultant discuss the final interview schedule and arrangements for the related social event.



Final interviews	Each interview takes 2-3 hours and begins with a social event (reception or dinner) involving the board members, their spouses, the candidate and his/her spouse. Following the social event, the board and candidate meet for the final interview. Following the final interview, the board selects the one candidate in whom they are most interested.
Site visit to home district	A board committee visits the home district of the selected candidate and interviews selected community and district representatives. This contact reassures the board they are making the correct choice for a new superintendent/CEO.
Vote to name finalist	The board committee returns home and reports its findings to the board which then can decide to name a finalist. This is a formal action and the point at which the name of the finalist is publicly released.
Vote to hire	After waiting the mandated 21 days for public response, the board votes to hire the new superintendent. The superintendent's contract is completed at this point.
Superintendent reports to district	This date will be determined by the board and new superintendent/CEO.

**Bold** indicated the board and consultant working together

