

SUPERINTENDENT SELECTION PROCEDURE—WORKSHEET

A. General Procedure

1. Employ a consultant?
2. Involvement of outgoing superintendent?
3. Full board or subcommittee responsible for process?
4. Involvement of others (e.g., administrators, teachers, citizens)?
5. Reimbursement of candidates' expenses?
6. Qualifications desired?
7. Terms of employment?

B. Advertising

1. Newspapers? When? Content?
2. Informational brochure?

C. Application Procedure

1. Form to be developed?
2. Various letters or forms needed?
3. Solicitation of additional references?

D. Screening Procedure

1. Reviewing application materials
2. Number to be selected for screening interviews?
3. Personal contact by telephone!

4. Verify certification status?

5. Interviews! When? Length? Format?

E. Selection Process

1. Number to be selected for final interviews?

2. Site visits?

3. Interviews! When? Length? Format?

4. Additional references?

5. How to negotiate employment terms with person chosen?

6. Public announcement

7. Letters to unsuccessful candidates

F. Time Schedule