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Search Firms Schedule For Hiring

- Proposal Stage
- Hiring Process
- Planning Meeting
- Focus Groups and Individual Interviews
- Superintendent Profile
- Advertising
- Recruitment

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The Hiring Process

- Credentials File and Reference Checks
- First Interview
- Second Interview
- Site or No Site Visit
- Negotiate Contract
- Start Job

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Dos and Don'ts Application Process

- Explore and research the job
- Discuss with spouse or significant other
- Apply only for those you are interested in
- Get credentials updated and ready to send
- References current and relevant
- Prepare for the interview if selected

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The Most Important Interview

- The Board is trying to see if you are a good fit for the district and most importantly can they work with you
- They want to be convinced that you are the best person for the job – it is your goal to make them feel that way

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Dos and Don't in Interviews

- Shake hands with each interviewer before and after the interview – if you can remember names... great
- Make good eye contact with everyone on the interview team
- Be professional, but not “rigid”
- Be as comfortable as possible
- Look professional and wear something that makes you feel good and is comfortable

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Dos and Don'ts in Interviews

- Do your homework regarding the District –
Be sure you know as much as possible
about their issues and opportunities
- Know what they are looking for in a
superintendent
- View and review the district website for
valuable information on the district
program and personnel
- Check the Chamber of Commerce website

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Dos and Don'ts Interview

- Be prepared - run over sample questions
- Give thoughtful and succinct answers – think before responding
- Interpret the question - what are they trying to find out through the question
- Don't talk too long on one question
- Avoid fatal flaws if possible
- Be concise, thorough and direct
- Smile and show sense of humor

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Dos and Don'ts Interviews

- Greet everyone - be on your best behavior
- Don't assume a comment to someone is off the record - you are always on stage
- Dress appropriately - professional business
- Have questions for them - not trivial ones that you should know the answer to already
- Send follow up thank you to Board

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Getting to Hired

- If not interested after the interview, bow out soon and gracefully
- Be able to answer yes if offered the job
- Agree to negotiate the contract - get advice
- Let the Board direct communications
- Let current Board know as soon as you accept the other position

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Getting to Hired

- Don't use an offer as a bargaining chip with your Board - have that discussion sooner - next time you may not be asked to interview
- Sign the contract and begin your entry and exit plan
- Enjoy your last days in your old district
- Enjoy the honeymoon time in the new

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Consultants

- Dr. Ken Dragseth
 - 952-210-2790
- Dr. Antoinette Johns
 - 612-309-1511
- Bob Ostlund
 - 612-308-8997

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