



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE EXECUTIVE DIRECTOR SEARCH

SCREENING AND INTERVIEW WORKSHOP MEETING #1 May 3, 2023

1. OVERVIEW OF SEARCH PROCESS

- a. Role of consultant
- b. Role of Screening Committee
- c. Role of Board of Directors
- d. Status of search to date
- e. Conflict of Interest – Legal Advisory

2. ORGANIZING THE INTERVIEW

- a. Set dates for interviews
- b. Schedule/length
- c. Common questions
- d. Candidate questions/candidate summary statement
- e. Greeter/escort

3. CONDUCTING THE INTERVIEW

- a. Ice-breaker
- b. Knowledgeable questions - themes
- c. Type of questions to avoid
- d. Listening and observing
- e. Taking notes
- f. Closing the interview

4. OTHER ISSUES

- a. Confidentiality
- b. Talking to the press
- c. Talking to colleagues
- d. Following the decision-making procedure

HOMEWORK

- Review applications
- Complete "Rating Sheet"
- Develop Interview questions
- Check your calendar

**Date of next meeting:
May 11, 2023**