



To: Search Firm Interviewees

From: Kenilworth School District Personnel Committee

Date: June 3, 2019

Re: Topics for discussion on June 5, 2019

Below are some questions for you to consider when preparing to meet with us. We look forward to seeing you on June 5, 2019. Please reach out to Suzanne Nelson at snelson@kenilworth38.org or 248-470-6160 should you have any questions prior to the meeting. Thank you.

1. What is your process to find, evaluate, and present candidates?
2. How would you determine the search criteria (e.g., roles, responsibilities, skills)?
3. How would you ensure various stakeholder voices are considered?
4. Does the process differ if we are looking for an interim vs. a permanent candidate? What factors should we consider when deciding whether to search for an interim or permanent candidate at this time of the year?
5. How would you ensure internal candidates are included in the search process?
6. Do you evaluate “retiree tag teams”?
7. What would the timing be to run an interim principal search and identify a final candidate”?
8. Can you provide some examples of interim searches you conducted recently? How long did the process take? What went well and what were some areas for improvement?
9. Does your firm have the capabilities to help school districts evaluate its organization (e.g., culture, organizational structure)? Who would be involved (i.e., the same people as in the search or a different team)?
10. Have you worked with K-8 single school districts in the past? Does the search differ for a K-8 single school district? If yes, how/why?
11. What are the costs of an interim search? A permanent search? An organizational study? Are the costs variable or fixed?
12. If you were to subsequently handle a full-time principal search after an interim search, what does that process look like? Timing? Cost?
13. What do some of your performance metrics look like for a permanent search (i.e. days to fill the position, retention percentage, etc.)?
14. Can you please provide some references to us?