



PREPARING FOR THE SEMIFINALIST INTERVIEWS: A CHECKLIST FOR THE SEARCH COMMITTEE CHAIR

As we anticipate the upcoming Credential Review Meeting, it is time to begin thinking about the next step in the process: the **Semifinalist Interviews**. Wickenden Associates will notify those not selected as semifinalists. We will also immediately inform the semifinalists of their selection and coordinate both the preparation of the interview schedule and the travel arrangements for the candidates. To accomplish that, however, we will need you to make some preliminary decisions. Please take a moment to review this list prior to the Credential Review Meeting so that we can move through the list quickly. As always, don't hesitate to call if you have any questions about this aspect of the process!

QUESTIONS/DECISIONS FOR THE SEARCH COMMITTEE

- Do you wish to have a designated search committee member call semifinalists to welcome them to the process prior to their interviews?** (We are happy to handle the notifications, but some search committees like to make a personal contact with the candidates as part of the recruitment effort.)
- Who should conduct the school tours that candidates will receive?** (Tour guides can be trustees who are not on the search committee, members of the search advisory committee, parents, faculty, or administrators. As confidentiality is still an important consideration, they should be individuals whose discretion you trust.)
- What additional materials would you like candidates to receive prior to their interviews?** (At this point, candidates will have read the opportunity statement and viewed material readily available on the school website. You may wish to provide additional documents such as a strategic plan, capital campaign material, school profile, recent school magazines or bulletins, etc. Information about your city or region provided by the chamber of commerce or local tourism agency might also be appropriate.) **Enough copies of these materials for all of the semifinalists need to be collected and sent via overnight express to our office ASAP.**
- What time do you want the interviews to begin and end on the scheduled days?**
- How do you wish to manage the interviews themselves?** (Please review the **PLANNING THE SEMIFINALIST INTERVIEWS** section of our search manual for a discussion of the interview process and a list of sample questions. At the conclusion of the Credential Review Session – or in a separate meeting later, if more convenient – you might want to discuss whether you wish to assign general topics or specific questions to individual search committee members to ensure that all important areas are covered over the course of each interview.)

LOGISTICAL ARRANGEMENTS

[Monica Mruczkewycz](#), our Search Coordinator at Wickenden Associates, will handle most of the scheduling arrangements for the semifinalist interviews. In order to do so, however, she will need a contact person at the school with whom to communicate. Often, this will be the Head's administrative assistant or the person with whom Monica worked while setting up our initial interviews at the school.

- Name of Contact Person at the School:** _____

Please see the following page for a checklist of the specific information we need and the tasks Monica will work **with the school contact person** to accomplish. We will provide this checklist directly to the contact person as soon as you designate him or her.



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Thank you for working with us to plan the upcoming semifinalist interviews.

Among the information we will need you to provide are the following items:

- What hotel(s) should the semifinalists use if overnight accommodations are necessary?
- What method of transportation should candidates use, if necessary, to get to and from the airport?
- Where should candidates go when they arrive at the school?
- In what room will the interviews be held, and which nearby room can Wickenden Associates use to greet and brief candidates prior to their interviews?
- What are the one or two emergency contact numbers candidates may use on the day of the interview in the event of unforeseen travel or other problems? (This should be an office number at the school that will be staffed throughout the interview time period and/or a cell phone of a search committee member).
- To whom at the school should the candidates' expense reimbursement requests be sent?

In addition, we request the following:

- As soon as the Search Committee has determined which additional materials the semifinalists should receive, please send **via express delivery** a package with enough copies of the materials for all of the semifinalists. This material should be sent to:

**Monica Mruczkewycz
Search Coordinator
Wickenden Associates
1000 Herrontown Road
Princeton, NJ 08540
Phone: 609 683 1355**

- After the Search Chair determines who will serve as tour guides, please ensure that each semifinalist is assigned a tour guide and work with the guides to ensure that they have the necessary information regarding the time and place at which they should meet their candidates.

Please find attached a **Sample Interview Schedule**. With your help, we will develop a similar schedule for distribution to all involved in the semifinalist interviews.

Please don't hesitate to call Monica at 609 683 1355 or email Monica@wickenden.com if you have any questions!



Sample Semifinalist Weekend Interview Schedule

CANDIDATE	WA CONSULTANT BRIEFING (LOCATION)	SEARCH COMMITTEE INTERVIEW (LOCATION)	SCHOOL TOUR	COMMENTS
<u>SATURDAY, XXXXXX, XXXX</u>				
	8:15 a.m.	8:30 a.m. – 10:00 a.m.	10:00 a.m. – 11:00 a.m.	
	10:00 a.m.	10:15 a.m. – 11:45 a.m.	9:00 a.m. – 10:00 a.m.	
Lunch		11:45 a.m. – 12:45 p.m.		
	12:30 p.m.	12:45 p.m. – 2:15 p.m.	11:30 a.m. – 12:30 p.m.	
	2:15 p.m.	2:30 p.m. – 4:00 p.m.	1:15 p.m. – 2:15 p.m.	
<u>SUNDAY, XXXXXXXX, XXXX</u>				
	8:15 a.m.	8:30 a.m. – 10:00 a.m.	10:00 a.m. – 11:00 a.m.	
	10:00 a.m.	10:15 a.m. – 11:45 a.m.	9:00 a.m. – 10:00 a.m.	
Lunch		11:45 a.m. – 12:45 p.m.		
	12:30 p.m.	12:45 p.m. – 2:15 p.m.	11:30 a.m. – 12:30 p.m.	
	2:15 p.m.	2:30 p.m. – 4:00 p.m.	1:15 p.m. – 2:15 p.m.	
Search Committee Discussion		4:00 p.m. -		

NOTES:

1. **Bolded Time** indicates candidate’s arrival at school. At this point, the candidate should either be greeted and taken on a tour or directed to the Briefing Room to meet with the WA consultant. The consultant will then escort the candidate to his/her interview.
2. For those candidates whose tours are scheduled **prior to their interviews**, the tour guide should bring the candidate to the Briefing Room after the tour is concluded. Candidates whose tour will **follow their interview** should be met by the tour guide at the end of the interview.
3. It is important that we stay on schedule and try to avoid candidates running into each other! Remember that confidentiality may still be important to some or all of the candidates.