



WICKENDEN ASSOCIATES

Sample Launch Schedule for a Division Head Search

| | | <i>INTERVIEWEE(S)</i> | <i>LOCATION</i> |
|--------|--------|---|--------------------------------|
| 7.15a | 8.00a | <i>[Campus Tour with Facilities Director]</i> | |
| 8.00a | 8.30a | [NAME] Director of Athletics | <i>Library Conference Room</i> |
| 8.30a | 9.00a | [NAME] Director of Admissions & Aid | |
| 9.00a | 9.30a | [NAME] Dean of Students | |
| 9.30a | 10.00a | [NAME] Director of College Counseling | |
| 10.00a | 10.45a | [NAMES] Dept. Chairs: English, Math, Arts | |
| 10.45a | 11.00a | <i>[Break]</i> | |
| 11.00a | 11.45 | [NAMES] Parent Association Representatives | |
| 11.45 | 12.15 | [NAME] Middle School Head | |
| 12.15p | 1.00p | <i>[Lunch with Students]</i> | <i>Cafeteria</i> |
| 1.00p | 1.30p | [NAMES] Dir. of Technology & Dir. of Library Services | <i>Library Conference Room</i> |
| 1.30p | 2.00p | [NAME] Lower School Head | |
| 2.00p | 2.45p | [NAMES] Dept. Chairs: History, Science, Languages | |
| 2.45p | 3.00p | <i>[Break]</i> | |
| 3.00p | 3.30p | [NAME] Director of Diversity, Inclusion, & Int'l Programs | |
| 3.30p | 4.00p | [NAME] Assistant Head of School | |
| 4.00p | 5.00p | [NAME] Head of School | <i>Head of School's Office</i> |