

## Steps in Administrator Search Process

### *Adapted for Remote Interviews*

1. Position is posted with an agreed upon (by HR Director and Superintendent) closing date.
2. An administrator is appointed by the Superintendent to lead the search committee; that leader is granted access to view applicants.
3. The search committee leader develops a committee of individuals who represent different perspectives in the District/School. One Raymond School Board member will be included by consensus of the Board.
4. Meetings of the search committee shall be publicly posted at least 24 hours in advance. At each meeting, the public portion of the meeting must be opened, then the group must immediately go into a non-public session (RSA 91A3,II b). Once the meeting business is over, the group must exit the non-public session and close the public meeting.
5. The search committee leader sets a time for the search committee to conduct a preliminary meeting. The purpose is to discuss the job description, important attributes for successful candidates, and to develop interview questions.
6. Once the posting period is ended, the search committee leader sets a meeting to review all submitted applications in light of the job description and previously established important attributes. The leader will stress to all participants the extreme importance of confidentiality in relation to the identity of the candidates, their qualifications and any information related to the hiring process. Depending upon circumstances, the meetings referenced in steps 4 and 5 may be combined.
7. Application materials shared must be left with the committee leader in the interview room (if paper) and, *if electronic, materials will be in electronic folders with access that can be removed. Participants shall not make or download copies of any application materials.*
8. The committee will select the best qualified candidates to participate in a 'first round' interview. *The interview will be conducted in a private location, and the leader will take care to make sure that there are no interruptions. If the interview is conducted remotely, all interviewers must verbally affirm to the group that they are in a private location sufficient to protect the confidentiality of the interviewees.*

9. The committee will take care to ask the predesignated questions to candidates in a consistent manner. However, follow up questions, catered to individual applicants, are permissible.
10. The Superintendent will not be involved in the search committee interview process in any way; the committee will be empowered to narrow the pool of qualified applicants, and recommend the best qualified candidates to participate in a second round interview with the Superintendent of Schools. If feasible, at least two candidates will be forwarded to the Superintendent for consideration. Please note that if the committee feels that follow up interviews (second round by the committee) are necessary, they may choose to do that.
11. The leader of the search committee will personally contact any candidates who are not being forwarded to the Superintendent for a second interview.
12. The Superintendent, with assistance from his/her Administrative Assistant, will schedule interviews for the recommended applicants. Depending upon the type of administrative position being filled, the Superintendent may invite another key administrator to participate in the interviews.
13. After interviews have been conducted, the Superintendent will conduct background checks for the selected candidates.
14. The Superintendent reserves the right to conduct a third interview with top candidate/s if deemed necessary or useful.
15. The Superintendent will conduct preliminary negotiations with the top candidate; if preliminary agreement cannot be reached the Superintendent will negotiate with other qualified candidates who he/she interviewed.
16. The Superintendent will personally contact any candidates who will not be nominated for the position.
17. The Superintendent will nominate to the Raymond School Board a candidate to fill the position.
18. If the nomination is accepted, the candidate will be contacted by the Human Resources Director regarding next steps in the employment process.
19. The posted position will be removed/taken down.