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Questions To Ask Search Firms in Interviews

1. Who will be the lead consultant from your firm for this search?
2. How wide and deep is your pool of potential candidates?
3. How diverse is your pool?
4. What's your guess regarding whether or not we can find the right fit for our school in the time frame we have before us?
5. What's the schedule you'd propose for the search?
6. By what means do you filter efficiently the list of prospective candidates who initially respond to announcement of the opening?
7. What's your policy on confidentiality for the candidates, especially for seated heads who might not consider this opportunity if their names are made public?
8. What training will you give the committee in terms of what to look for as we screen the initial applications?
9. How does reference checking work and escalate as we identify semi-finalists and finalists?
10. We'd want all candidates in the pool to be told they will receive an update from the search firm every two weeks: Can you provide that?
11. What training will you provide to the search team when we do the face-to-face interviews of the semifinalists?
12. How would you structure the search so the school community feels it has some voice and input?
13. What would you do in the event of a "failed search," in which either our preferred candidate(s) back out, or we not satisfied with any of the semi-finalist candidates?
14. What are your estimates for the total cost of services: Your fees and out-of-pocket expenses and those of the candidates?