
Formal Interview Schedules

Below are six samples of potential formal interview schedules; there are constants in all of them as well as some differences. We can certainly customize the schedule as needed for your district; however, these six samples should meet most needs and provide you an understanding of how the formal interview day may look.

SAMPLE 1:

Finalists: 2 or 3

Interview Time: 90 minutes

Mixed Interview Teams: 2

Meals: Lunch included during Community & District Tour

Notes/Highlights:

- Administrators & Directors included with mixed interview teams

	Candidate 1	Candidate 2	Candidate 3
8:30	Interview Team A		
10:00	Interview Team B	Interview Team A	
11:30	Community & District Tour	Interview Team B	Interview Team A
1:00	Board Interview	Community & District Tour	Interview Team B
2:30		Board Interview	Community & District Tour
4:00			Board Interview
6:30-School Board Meeting (Closed Session)			

SAMPLE 2:

Finalists: 2 or 3

Interview Time: 90 minutes

Mixed Interview Teams: 2

Meals: Lunch included for candidates and interview teams

Notes/Highlights:

- Administrators & Directors included with mixed interview teams
- Board can ask for presentation during formal interview
- 30 minutes for the School Board between the last interview and the board meeting

	Candidate 1	Candidate 2	Candidate 3
8:30	Interview Team A		
10:00	Interview Team B	Interview Team A	
11:30	Lunch Break		
12:00	Community & District Tour	Interview Team B	Interview Team A
1:30	Board Interview	Community & District Tour	Interview Team B
3:00		Board Interview	Community & District Tour
4:30			Board Interview
6:30 p.m.-School Board Meeting (Closed Session)			

SAMPLE 3:

Finalists: 2 or 3

Interview Time: 55 minutes

Mixed Interview Teams: 3

Meals: None included (snacks offered)

Notes/Highlights:

- Includes short meeting and/or pictures with local media
- Administrators & Directors included with mixed interview teams
- Board can ask for presentation during formal interview
- Community and District Tour separated
- Provides School Board 1 hour between last interview and board meeting

	Candidate 1	Candidate 2	Candidate 3
10:15	Q & A with Central Office/Newspaper/Radio		
11:00	District Tour	Community Tour	Board Interview/Sim
12:00	Interview (A)	Interview (C)	Interview (B)
1:00	Interview (B)	Interview (A)	Interview (C)
2:00	Interview (C)	Interview (B)	Interview (A)
3:00	Community Tour	Board Interview/Sim	District Tour
4:00	Board Interview/Sim	District Tour	Community Tour
6:00-School Board Meeting (Closed Session)			

SAMPLE 4:

Finalists: 2

Interview Time: 75 minutes

Mixed Interview Teams: 2

Meals: Not scheduled

Notes/Highlights:

- Administrators & Directors included with mixed interview teams
- Board can ask for presentation/simulation during formal interview
- Includes Q & A or formal interview questions with Central Office staff
- Allows 2 hours for District & Community Tour
- 30 minute break for the School Board between the last interview and the board meeting

	Candidate 1	Candidate 2
12:30	Interview (A)	Interview (B)
1:45	Interview (B)	Interview (A)
3:00	District/Community Tour	Simulation/Board
4:00		Q & A with Central Office
4:30	Simulation/Board	District/Community Tour
5:30	Q & A with Central Office	
6:00	Board meeting (closed session)	

SAMPLE 5:

Finalists: 2 or 3

Interview Time: 55 minutes

Mixed Interview Teams: 2

Meals: Not scheduled

Notes/Highlights:

- Administrators and Directors have separate interview times
- Students included on mixed interview teams
- District and Community Tours are separate
- Board has delay in schedule from noon until 4:00
- School Board has 30 minutes between last interview and board meeting

	Candidate 1	Candidate 2	Candidate 3
12:00	District Tour	Community Tour	Board Interview
1:00	Interview (A)	Administrators	Interview (B)
2:00	Interview (B)	Interview (A)	Administrators
3:00	Administrators	Interview (B)	Interview (A)
4:00	Community Tour	Board Interview	District Tour
5:00	Board Interview	District Tour	Community Tour
6:30-School Board Meeting (Closed Session)			

SAMPLE 6:

Finalists: 4-5

Interview Time: 55 minutes

Mixed Interview Teams: 2

Meals: Not scheduled

Notes/Highlights:

- Administrative Team has separate interview times
- Students included in the schedule
- Allows 55 minutes for both District & Community Tour

12:00	Tour Superintendent	Interview Team 2	Admin Team	Students	Interview Team 1
1:00	Interview Team 1	Tour Superintendent	Interview Team 2	Admin Team	Students
2:00	Students	Interview Team 1	Tour Superintendent	Interview Team 2	Admin
3:00	Admin Team	Students	Interview Team 1	Tour Superintendent	Interview Team 2
4:00	Interview Team 2	Admin Team	Students	Interview Team 1	Tour Superintendent

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