

**Executive Search Firm Rubric and Interview Questions**

Name of Search Firm: \_\_\_\_\_

- The Search Firm has proven experience in conducting successful executive searches for comparably sized urban PreK-12 school districts with 40,000+ students.

1	2	3	4	5
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

- The Search Firm has proven experience and a successful record of recruiting and placing/ hiring diverse Superintendent candidates.

1	2	3	4	5
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

- The credentials of all the staff assigned to the Boston Public Schools superintendent search strongly qualify them to complete the search and that the principals will be primary responsible for this contract. The experience and credentials of the firm and the staff assigned to this search have a proven track record of recruiting quality Superintendent candidates for Superintendents of large urban schools districts.

1	2	3	4	5
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

- The recruitment plan for the search of qualified superintendent candidates is comprehensive and strongly likely to yield a diverse array of at least 5 qualified candidates.

1	2	3	4	5
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

- Search firm supplies references who worked with them over the last 5 years that can speak to the credentials of the firm and the specific staff assigned to the search. The search firm has demonstrated an ability to conduct comprehensive reference and background checks with a broad variety of constituencies.

1	2	3	4	5
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

Search Cost Estimate: \_\_\_\_\_ **Below Mean    At Mean    Above Mean**

Total Score: \_\_\_\_\_