

Palomar College
Superintendent/President Search

Interview Questions for Search Consultant Candidates
March 24, 2015

1. What unique qualities about Palomar College would you relay to potential candidates as you recruit for our next Superintendent/President?
2. Describe in detail your process for sourcing, identifying, vetting, and bringing forward the applicant pool?
3. Describe your specific experience to ensure that the executive level candidate pool is diverse and includes individuals who have demonstrated experience working within and for a diverse community.
4. How will you vet candidates to ensure that they have verified leadership experience in the areas identified as critical by the Board and college community (e.g. finance and budget, enrollment management and accreditation)?
5. Who will be the specific team members that work on this selection process? What aspects of the process will they specifically support and how much time they will devote to Palomar's Superintendent/President search?
6. Clarify the total estimate or expected expenses for this selection process. Please address the fixed fees and any added costs or hourly expenses.

Palomar College RFP: Superintendent/President Search Consultant: RFP #300-16

- 92 e. Assist the Governing Board and the Search Committee with in-depth reference checks of
93 finalist candidates.
94 f. Assist with final selection and negotiations with the selected candidate as directed by the
95 Board.
96 g. The successful consultant may be required to attend Board and Search Committee meetings
97 as requested. The District may also require that the consultant's staff member assigned with
98 direct account support of this project shall also be present during the consultant selection
99 interview.

100 1.4 Timeline

101	January 5, 2016	Special Meeting of the Governing Board; discuss RFP, timeline,
102		selection committee composition
103	January 8 – 25, 2016	Advertise RFP
104	February 2, 2016	Special Meeting of the Governing Board;
105		select top 5 consultants; develop interview questions
106	February 9, 2016	Regular Meeting of the Governing Board; interview top 5 consultants
107	February 10, 2016	Special Meeting of the Governing Board; select consultant
108	February 15 – April 18, 2016	Position Advertised – District receives applications
109	April 19 – April 29, 2016	Human Resources Office prepares applications for review
110	May 2 – 10, 2016	Committee completes application screening
111	May 11-12, 2016	Committee meets to identify first level interviewees
112	May 13-20, 2016	Consultants conduct reference checks on first level interviewees
113	May 23-25, 2016	Committee Interviews Candidates
114	May 26-27, 2016	Consultants provide reference check report to Committee and
115		Committee selects candidates for final interviews with Board
116	May 30 – June 6, 2016	Consultants conduct in-depth reference check on finalists
117	June 6 - 8, 2016	Campus Forums and Final Interviews with Board
118	June 14, 2016	Special Meeting of the Governing Board; Consultants provide
119		in-depth reference check report to Governing Board
120	June 21, 2016	Site Visits (if desired); if not site visits, Board makes offer and
121		negotiates contract with successful candidate
122	July 12, 2016	Regular Meeting of the Governing Board; appoint successful
123		finalist, approve contract, introduce the new
124		Superintendent/President
125	August 1, 2016	New Superintendent/President start date

126

127

128

Request for Proposals For Superintendent/President Search Consultant Score Sheet

Instructions: Using the scoring rubric below, please score each proposal by giving 1 - 5 points in each of the areas identified below. In selecting what score you will give, consider the completeness of the submitted proposal and the extent to which the proposal responds to the expectations outlined in the RFP.

Scoring Scale:

- 5 = Exceeds Expectations
- 4 = Above Average Expectations
- 3 = Meets Expectations
- 2 = Below Average Expectations
- 1 = Minimally Meets Expectations

	ACCT	CCSS	PPL	Ralph Andersen	R.H. Perry	RPA	ELS
Prior Experience with Successful Executive Level Searches (1 – 5 pts.)							
Appropriateness of Proposed Staffing Assigned to the District (1 – 5 pts.)							
Degree to Which Proposed Services Meet District Needs (1 – 5 pts.)							
Ability to Meet District Timeline (1 – 5 pts.)							
Reasonableness of Proposed Costs (1 – 5 pts.)							
Quality of References Provided (1 – 5 pts.)							
TOTAL POINTS							

Palomar College
Superintendent/President Search

Interview Questions for Search Consultant Candidates
January 26, 2016

1. What research have you already done about Palomar College and what would you say sets us apart from other community colleges that you would relay to potential candidates?
2. Please provide detailed steps you have taken with other clients in conducting a national search resulting in a diverse candidate pool.
3. How will you ascertain the level of experience candidates have in working for a diverse community and supporting diversity initiatives in their past.
4. How will you vet candidates to ensure that they have verified leadership experience in the areas identified as critical by the Board and college community (e.g. finance and budget, enrollment management and accreditation)?
5. Describe in as much detail as possible how your consultant will support the needs of Palomar College (who would be assigned to this project, how will you present candidates and candidate references to the Governing Board, etc.)
6. What experience do you have working with a Governing Board? Working with search committees? How have you handled (or would you handle) situations where you seem to be getting different direction from these two groups?
7. Clarify the total estimate or expected expenses for this selection process. Please address the fixed fees and any added costs or hourly expenses.