

State Board of Education & Early Development

Proposed Commissioner Selection Process

September 7, 2022

Develop the candidate profile

1. The contractor will work with a Recruitment Committee to develop the candidate profile. Board Members may provide input in the final defined minimum qualifications and desired attributes.

Screening

1. The contractor will work with a Recruitment Committee to develop interview questions for screening interviews.
2. The top three potential candidates will be selected for final interviews with the Board, with flexibility of up to four candidates if candidates rank closely.

Interview Preparation

1. The contractor will work with a Recruitment Committee to develop final interview questions.
2. All Board Members may be present for the interviews.
3. Interviews will be conducted in-person.
4. The contractor will schedule interviews with candidates and department staff will make travel arrangements.

Conducting Interviews

1. The contractor will develop a rubric for scoring the interviews. Board Members will score interview questions individually. The contractor will compile the scores and provide them to the Board for review, deliberation, and selection of the finalists.

Post Interviews

1. The department Human Resources Business Partner will complete reference checks on finalists.
2. The contractor will notify candidates who are finalists and will notify non-finalists that they are not moving forward in the selection process.

Board Decision forwarded to Governor

1. SBOE Chair will notify Governor's Office of Board's decision on candidates.

Final Decision

1. Memo sent to Chief of Staff providing notification of the selected candidate.
2. SBOE Chair will contact selected candidate and non-selected candidates.
3. Announcement will be made by department Public Information Officer and Governor's Office.

Additional notes:

Any inquiries from the public or media will be addressed by the SBOE Chair.