**INTERVIEW TEAM LEADER**

**ROLES & RESPONSIBILITIES**

**Prior to the interview:**

1. Ensure each member of the interview knows when and where the interview will take place.
2. Ensure application materials and interview questions are available for each person on the interview team.
3. Ensure you have the post-interview reflection sheet to discuss with the team after each candidates interview.

**During the interview:**

1. Welcome the candidate to the interview.
2. Ask each member of the interview team to introduce himself or herself and let the candidate know their role in the district. Note that some candidates might also ask the team for more information during introductions such as number of years in the district, what they are proud of, or if they have children in the district, etc.
3. Ensure that no one on the interview team strays from the interview questions unless they are asking more detailed clarifying questions or plan on asking all candidates the same question. Remember that you are never allowed to ask a candidate about race, creed, age, or marital status.
4. Conclude the interview by thanking the candidate for their time and interest in the position.

**After the interview:**

1. After candidates, facilitate feedback from the team by asking them the questions on the reflection sheet.
2. Make sure that each reflection sheet is hidden during the interviews.
3. Once each interview is completed and the reflection logs are filled out based on the feedback from the team you should turn the logs into the search firm consultant or board president.
4. Before the interview team leaves you should gather all application materials and interview questions. These materials will also be turned into the search firm consultant or board president.
5. Thank the interview team for their time and service to finding a new district leader. Ensure them that their feedback matters and will be compared to feedback from the other stakeholder teams. Tell them that they will be informed prior to the rest of the district staff members or news media once a new school leader has been hired.