

**Executive Search Firm – Presentation and Interview Guidance**  
**Tuesday, January 20, 2015**

Dear Candidate Search Firm:

Thank you for your interest in working with Oak Park District 97 on its pending search for a new superintendent. We appreciate your willingness to meet with our full board of education on Tuesday evening, and look forward to the discussion.

Please arrive and be prepared to begin your presentation and interview at the specific time scheduled for your firm. The district offices are located at 970 W. Madison St., Oak Park, IL. Upon your arrival, please enter through the main entrance on Home Avenue where our board Secretary, Sheryl Marinier, will receive you and escort you to the boardroom. A/V equipment will be available in the event you would like to show slides with your presentation.

The format and requested content for the presentations/interviews will be as follows:

- I. PRESENTATION: Firms will open with a presentation of capabilities and response to three specific topic areas, **not to exceed 30 minutes**. The opening presentations should include and respond to the following:
  1. General firm overview
    - a. Introduce your team and identify the executive(s) who will lead the project
    - b. Provide a brief overview of qualifications, **emphasizing your key differentiators – what sets your firm apart?**
    - c. Provide a brief description of your search and selection process and the **2-3 steps you consider to be most important in achieving a successful superintendent hire.**
  2. Specific questions to respond to as part of the opening presentation
    - a. How will the search process need to be adapted to reflect and accommodate the unique aspects of Oak Park? *(Additional context: How can you assure us that you understand the uniqueness of Oak Park District 97 and will bring us candidates who have the educational experience and interpersonal skills to meet the challenges of this diverse, educated, and participatory village? What is your plan to promote the position to [professional educators in] communities like Oak Park? How many communities like Oak Park exist in your search database and/or relationships that your associates might have in the U.S. (as a goal of the board is to attract candidates who understand the rich culture and history and diversity (both ethnically and socio economically) of Oak Park).*

- b. Please address your recommended approach to the search process given the concurrence of an election. *(Additional context: Would you recommend adjusting your search timeframe during an election year in which 4 of 7 Board members might be replaced? The April election includes 8 non-incumbent candidates. Do you suggest we seek their input? If so, how would you recommend that we do that?)*
- c. Please address your approach and methodology to stakeholder input. *(Additional context: Do you recommend a hiring committee that includes non-board members? If so, what sort of composition and size would you suggest? If yes--Which steps of the process would include this committee rather than just the board? If no--What would be your reasons for not recommending this type of committee? What would be your process to capture community stakeholder input in a community such as Oak Park that is extremely well-educated and vocal, but opinions can be disparate from one another?)*

II. INTERVIEW: Following the presentation by your firm, the board members will use a round-robin format to ask follow up, clarifying, or new topic questions as the members desire. This process will last until the sooner of questions being exhausted or 90 minutes has elapsed since the start of your appointed presentation time.