

Search Firm—Sample Questions

1. Explain how you will work with the search committee. What is your role, and what do you expect from the search committee?
2. We wish for the search committee to handle reference checking for all candidates that are interviewed (both preliminary and final interviews). Does your bid include doing the reference checking? Explain how your firm engages in reference checking? Who will actually check references? A junior associate, or the primary?
3. Who is the principal who will work with the committee?
4. Are there candidates that you cannot recruit because of prior commitments? (Note: we asked this in the RFP, but it may not hurt to hear it again.)
5. The Kentucky Council has been involved in some controversy lately over the interim president—what impact do you think this will have on the pool of candidates?
6. We would like to complete the search by the end of calendar 2008. Is that possible?

Questions for Search Firms

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- What is your experience with searches for coordinating board positions?
- What have been your recent successes in this area?
- What is your network of candidates beyond the usual suspects?
- What is your experience with assembling a diverse pool and hiring candidates from diverse backgrounds?
- What is your take on “nontraditional” candidates for this position?
- What search work will you do personally and what your staff will do?
- How will you work with this search committee?
- What special resources does your firm bring to this process?
- Do you think our time line is realistic?
- What are the advantages and disadvantages of our process?
- How would you handle the reality that our most recent search was not successful?
- What roles would you see in this process for the Governor? The Presidents? Legislative leaders? The whole Council?
- What are some pitfalls to be avoided in this kind of public sector search?
- Do you have questions of us that we have not yet to be addressed?