

## Interim Hiring TF Tentative Agenda Meeting #1

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### 1. Determine Jobs

Jobs:	TF Member:
Chair	
Note Taker	
Interview Scheduler	
Check References	
Email applicants not asked for an interview	
Social Media Check	
Background Check	
Call applicants who came in for an initial interview, but are not asked to return for the BOD one.	
Who will run the interviews?	
If you want your interviews in person, someone will have to arrange a room at MSA.	
Other?	

### 2. Determine your Schedule

Meeting Purpose/description	Time and Date
Meeting #2 Thursday, May 20 at 8am	
Meeting #3 (May 24 or 25) Determine Applicants	
Interviews: May 27- June 3	
BOD Interview: Probably the week of June 7, depending on how they want the interview to work, they might need some of us. I will find out more information at the May 17 BOD	You don't need to put anything here right now, I just want it to be on your radar.

meeting.	
Other?	

### 3. Tasks

- A. Pick interview questions for the first interview and determine who is going to ask which question. This must be consistent across all candidates, you can ask follow up questions, but not just random questions.
- B. Do you want your interviews via Zoom or in person?
- C. Determine questions for the reference check. This must be consistent across all candidates, you can ask follow up questions, but not just random questions.
- D. Determine what the Social Media check consists of. This must be consistent across all candidates.
- E. Determine a process for picking the candidates you want to interview - this will probably be informal because of the nature of the interim, but just so you know before May 24/25
- F. Although I believe the BOD will come up with some of their own questions, they may also ask this group for questions, so we may have to come up with some. I will know more after the May 17 BOD meeting.
- G. Based on how the BOD wants to run their interview, they may need members of this TF to “entertain” or show the other candidates around the school when they are not being interviewed. I will know more after the May 17 BOD meeting.
- H. Other?