

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES
SUBSECTION: O. Search Guidelines

December 2008

1. Board Responsibilities

- a. Prior to undertaking the search for a chief executive officer, the Board shall review the position job description and make appropriate changes if desired.
- b. The Board shall determine the composition of the screening committee, the scope of the search, and the desired timetable for filling the position.
- c. The Board shall make the final hiring decision.

2. Screening Committee Responsibilities

- a. The screening committee shall determine the overall application process to achieve the hiring timetable desired by the Board.
- b. Based on the position job description, the screening committee shall advertise and recruit applicants for the position and shall determine the job announcement, its placement, and the dates of publication.
- c. The screening committee shall determine applicant criteria in relation to the job description and the procedure for ranking applicants.
- d. The screening committee shall establish the process for review of applications by committee members.
- e. The screening committee shall forward a list of no fewer than three (3) or more than five (5) qualified candidates to the Board. Once approved by the Board as a final candidate, the names of such candidates may be released to the public.
- f. Screening committee meetings, minutes, and materials will be confidential.

3. Search Costs

The institution or agency for which the search is being conducted shall fund the cost of the search. Costs shall include per diem and travel for the selection committee and candidates interviewed and consultant fees as necessary. The institution or agency shall also provide secretarial and other support necessary for the search.