

# Superintendent Search Evaluation Form

	<b>Highly Advantageous (3)</b>	<b>Advantageous (2)</b>	<b>Not Advantageous (1)</b>	<b>Unacceptable (0)</b>	<b>Score</b>
<b>1. Experience</b>	The Proposer has five (5) or more years experience in conducting successful executive searches with public school systems, other educational institutions, and other non-profit organizations, and during the past five (5) years has concluded at least three (3) successful searches for a School Superintendent in Massachusetts, one (1) of which must have been for a district of similar size and demographics as Arlington.	The Proposer has at least three (3) years experience in successful executive search and hiring processes and has concluded at least two (2) successful executive search for Superintendents with Massachusetts public school systems.	The Proposer has fewer than three (3) years experience in successful executive search and hiring processes and has concluded only one (1) successful executive searches for a Superintendent.	The Proposer has fewer than three (3) years experience in executive search and hiring processes and has not concluded any successful executive searches for a Superintendent.	
<b>2. Evaluation of the Proposed Plan</b>	The proposal contains a clear and comprehensive plan that addresses all the objectives stated in the Scope of Service and Proposal Submission Requirements.	The proposal contains a clear plan that addresses most of the project objectives stated in the Scope of Service and Proposal Submission Requirements.	The proposal does not contain a clear plan.	The proposal fails to meet the objectives stated in the Scope of Service and Proposal Submission Requirements.	
<b>3. Proposer's Recruitment Materials</b>	The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least five (5) different Superintendent searches with the proposal, at least one (1) of which involves a Superintendent search in Massachusetts.	The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least three (3) different executive searches with the proposal, at least one (1) of which involves a Superintendent search.	The Proposer includes three (3) or fewer samples of advertisements, brochures, and other forms of candidate outreach with the proposal, none of which involve a Superintendent search.	The Proposer does not include samples of advertisements, brochures or other forms of candidate outreach.	

Evaluator: \_\_\_\_\_

Proposer: \_\_\_\_\_

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<b>4. Evaluation of Interview Presentation</b>	Proposer for this project was present, clearly stated a plan of action, demonstrated excellent communications skills, presented other personnel with experience and skills who will be assigned for the duration of this project, demonstrated awareness and understanding of the goals and objectives of the Arlington Public Schools, and successfully responded to all questions from the Superintendent Search Process Subcommittee and/or the School Committee.	Proposer for this project was present, outlined a plan of action, demonstrated excellent communication skills, presented other personnel with experience and skills who will be assigned for the duration of this project, demonstrated awareness and understanding of the goals and objectives of the Public Schools of Arlington, and successfully responded to most of the questions from the Superintendent Search Process Subcommittee and/or the School Committee .	Proposer for this project was present but did not present a plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on the project, did not demonstrate awareness and understanding of the goals and objectives of the Public Schools of Arlington, and/or would not be assigned for the duration of this project or did not successfully respond to questions from the Superintendent Search Process Subcommittee and/or the School Committee .	Proposer for this project was not present and did not present a plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on the project, demonstrated awareness and understanding of the goals and objectives of the Public Schools of Arlington, and/or would not be assigned for the duration of this project or did not successfully respond to questions from the Superintendent Search Process Subcommittee and/or the School Committee .	
<b>5. Presentation</b>	The Proposer’s presentation was clear, well organized and demonstrated both effective communication skills and an understanding of the particular needs of the Arlington Public Schools community.	The Proposer’s presentation was clear, well organized and demonstrated effective and sensitive communication skills.	The Proposer’s presentation was disorganized or did not demonstrate effective communication skills.	The Proposer’s presentation demonstrated a clear lack of communication skills.	
				<b>Total Score</b>	