



R.H. PERRY & ASSOCIATES  
SEARCH COUNSEL TO HIGHER EDUCATION



# Senior Administrator Search Committee Handbook

# TABLE OF CONTENTS

	Page
<b>ADVANCE PLANNING</b>	
Search Committee and Search Counsel Work Together.....	4
Selecting the Search Committee .....	4
Selecting the Search Committee Secretary .....	5
Code of Conduct.....	6
<b>PRO FORMA SEARCH PROCESS AND TIMELINE.....</b>	<b>7</b>
<b>THE SEARCH PROCESS</b>	
<u><b>Phase 1 – Needs Assessment &amp; Marketing</b></u>	
Leadership Needs Assessment (The Pre-Search Study) .....	8
Executive Search Profile.....	8
Advertisement of the Position.....	8
<u><b>Phase 2 – Recruitment Strategy &amp; Candidate Management</b></u>	
Recruitment Strategy .....	9
Candidate Management .....	9
Communications .....	10
Secure Client Suite.....	10
<u><b>Phase 3 – Selection &amp; Evaluation</b></u>	
A Suggested Agenda.....	10
Semi-finalist Interviews .....	11
Meeting Suggestions.....	11
<u><b>Phase 4 – Finalist Due Diligence</b></u>	
Background Checks .....	13
<u><b>Phase 5 – Finalist Interviews/ Appointment / Closure</b></u>	
Finalist Interviews.....	13
Final Search Committee Meeting .....	13
Appointment and Closure .....	13