

ENTER START DATE:**4/13/2018**

ACTIVITY	START	END	NOTES
Project Start	4/13/2018		
AD	4/15/2018	4/30/2018	PACTA, ERIE TIMES NEWS
Collect applications	4/13/2018	4/30/2018	Collect applications
Conduct Focus Groups	5/1/2018	5/1/2018	Conduct focus groups with faculty and staff to ascertain the important qualities of the new Principal
Review applications	5/1/2018	5/1/2018	Screening committee reviews applications and discerns which applicants are qualified (possess the necessary qualification)
Narrow candidates	5/1/2018	5/1/2018	Narrow candidate selection to a manageable number to conduct initial screening interview with the screening committee (Committee to consist of sending school principal, 2-3 administrative staff) Utilizing Application and resume review rating scale
Conduct Screening Interviews/ Narrow Candidates	5/3/2018	5/3/2018	Conduct interviews with screening committee using Preliminary Interview Rating Scale
Pre Interview work	5/10/2018	5/10/2018	Send questions to candidates (for them to return prior to interview) and topic for presentation at their interview
Conduct General Interviews/ Narrow Candidates	5/14/2018	5/14/2018	Utilize general interview questions, Evaluate candidates general interview rating scale, returned questions and temperament survey, agree on candidate to send to the executive committee
Reference Checks	5/16/2018	5/18/2018	Reference checks are conducted using the reference check form
Director Review/Interview	5/21/2018	5/21/2018	Conducted if deemed necessary
Board Approval	5/24/2018		Committee recommends a final candidate to the board