



Toronto Catholic District School Board  
Executive Search Process – Board of Trustees

Step/Timing	Four Corners Group Role	Search committee role and estimated time commitment	Desired Outcome
Long list presentation meeting	<ul style="list-style-type: none"> <li>Identify potential long list candidates</li> <li>Screen and interview candidates based on TCDSB criteria</li> <li>Provide summary of potential candidates</li> <li>Review candidates with Search Committee (“SC”)</li> <li>Support short listing decision with SC</li> <li>Support the ratification of next steps timing and potential questions for candidates</li> </ul>	<ul style="list-style-type: none"> <li>Review candidate resumes and other materials in advance of meeting</li> <li>Meet as a search committee to discuss prospects and identify short list (approximately 2 hours)</li> <li>Timing decisions</li> <li>Discussion of potential interview questions</li> </ul>	Select short list of candidates
Interview notification and preparation	<ul style="list-style-type: none"> <li>Disengage candidates not making short list</li> <li>Notify and schedule short listed candidates of timing for interviews</li> <li>Prepare and deliver suggested questions and procedural guide to SC for input</li> <li>Brief/prepare candidates for the interview</li> </ul>	<ul style="list-style-type: none"> <li>Review interview guide and questions (approximately 0.5 hour)</li> <li>Review resumes and notes on short listed candidates (approximately 1 hour)</li> </ul>	
First round interviews	<ul style="list-style-type: none"> <li>Set meeting logistics, initiate “zoom” call, make appropriate introductions, turn over to SC</li> <li>Monitor time, intervene as necessary</li> <li>Debrief each candidate immediately post interview</li> <li>Facilitate debrief of SC at end of all interviews</li> <li>Facilitate next steps</li> <li>Deliver message and next steps to successful candidate(s), disengage unsuccessful candidates</li> </ul>	<ul style="list-style-type: none"> <li>Attend interview meetings as scheduled, advance preparation as required</li> <li>Conduct interviews (~1 hour each, so 4 to 6 hours depending on the number of candidates)</li> <li>Debrief with FCG at end of interviews, decide who moves forward, establish next steps and timing</li> </ul> <p>[Total timing: 8 to 10 hours depending on number of candidates and agreement on progression and next steps.]</p>	<ul style="list-style-type: none"> <li>Finalise candidates and debriefing of unsuccessful candidates</li> <li>Agreement on timing and next steps</li> </ul>
Second round interviews	<ul style="list-style-type: none"> <li>Set meeting logistics, initiate “zoom” call, make appropriate introductions, turn over to SC</li> <li>Monitor time, intervene as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Attend interview meetings as scheduled, advance preparation as required</li> <li>Conduct interviews (~1 to 1 ½ hour each, so 2 to 3 hours depending on the number of candidates)</li> </ul>	<ul style="list-style-type: none"> <li>Agreement on final candidate</li> <li>Agreement on offer parameters and negotiation mandate</li> <li>Agreement on timing and next steps</li> </ul>



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	<ul style="list-style-type: none"> <li>• Debrief each candidate immediately post interview</li> <li>• Facilitate debrief of SC at end of all meetings</li> <li>• Facilitate next steps</li> <li>• Deliver message and next steps to successful candidate(s), disengage unsuccessful candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Debrief with FCG at end of interviews, decide who moves forward, establish next steps and timing</li> <li>• Determine preferred candidate for the role</li> <li>• Agree on offer parameters (compensation and contractual terms as appropriate) to give Director a mandate to negotiate</li> <li>• Report on the selection of the final candidate to the Board for their information</li> </ul> <p>[Total timing, 4 to 5 hours depending on number of candidates and agreement on progression and next steps.]</p>	
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Total time commitment: approximately 20 hours.