

# INTERVIEW SCHEDULE FOR EXECUTIVE DIRECTOR CANDIDATE

Candidate \_\_\_\_\_

**SUNDAY...DATE** \*TRAVEL INFORMATION TO BE DETERMINED

EVENT	ATTENDEES	NOTES	TIMING
Arrival	Congregants	Congregants to Drive Candidate	8:30am
Welcome Coffee	Search Chairs, Co-Presidents & Executive Director		8:30am-9:30am
Open Forum	Preschool & RS Parents		9:30am-10:30am
Interview	Rabbi	Could Include Lunch	10:30am-12:30pm
Interview	Cantor	Could Include Lunch	12:30pm-2:30pm
Interview	Rabbi of LLL		2:30pm-4:30pm
Driving Tour of the Area		Ask one of the Realtors	4:30-5:00pm
Relaxation Time			5:00pm-6:00pm
Task Oriented Interview & Dinner	TBD	TBD	6:00pm-9:00pm
Overnight	Congregants Home or Hotel	Congregants to Drive Candidate	After 9:30pm

**MONDAY...DATE**

EVENT	ATTENDEES	NOTES	TIMING
Arrival		Congregants to Drive Candidate	8:00am
Welcome Breakfast & Open Forum	Head of Custodial Staff		8:30am-10:00am
Meeting	Preschool & RS Parents		10:00am-11:00am
Meeting	Executive Director's Assistant & Controller		11:00am-12:00pm
Meeting	Present Executive Director	Include Lunch	12:00pm-2:00pm
Meeting	Clergy Assistant & LLL Office Manager		2:00pm-3:00pm
Relaxation Time		At Synagogue	3:00pm-4:00pm
Meeting	Key Chairs: Development, Endowments, Finance, Building		4:00pm-5:00pm
Dinner with Board	Board of Directors		5:00pm-6:30pm
Debrief with Search Committee	Search Committee		6:30pm-8:00pm
Departure	TBD	TBD	TBD