



STAFF REPORT

Meeting Date: March 7, 2016

Agenda Item #: 8c

TO: Mayor and Town Council

FROM: Lisa H. Anglin, Town Clerk

THRU: Susan Parker, Town Administrator

TITLE: **Procedure for Interviewing Candidates for Boards or Council created Positions**

ATTACH: Questions for BOA, PB and Other Assignments

Summary: Attached please find the questions developed by Council to be answered by applicants when applying for Council appointed positions.

In the past, when a position was advertised and a letter of interest, application or resumes was received, the appropriate set of questions was provided to the applicants to answer. Once the deadline to apply passed and the questionnaires were completed, the Interview panel was contacted to review the completed questionnaires and establish the interview calendar. The Interview Panel was comprised of two (2) Council members who interviewed all the candidates and report back to Council with an appointment recommendation(s).

Recommendation: Council is requested to determine the procedure to follow when soliciting candidates for appointments and to establish which Council members will serve on the Interview Panel.