

Attachment B

INTERVIEW QUESTIONS AND SCREENING CRITERIA

Potential Questions and Scoring Criteria – **DRAFT**

Initial Screening – Supplemental Questions in the Application based on the following criteria:

Cand #	Criteria	Candidate Response*			Comments
		Strong	Adequate	Low	
	Service to the City				
	Diverse Perspective				
	Community Focus				
	Staff Appreciation				
	Commitment				
	Comprehension				
	Decision-Making				
	Position Preparation				

***Candidate Responses Meanings:**

Strong = Excellent response that answers the question well; solid fit as a Councilmember

Adequate = Satisfactory response but missed key focus; moderate fit as a Councilmember

Low = Weak or incomplete response to the question; not recommended fit as a Councilmember

Potential supplemental questions...(Will ask candidates to provide clear, succinct answers)

- Why do you want to **serve** the City of Redmond as a Councilmember?
- What unique **perspective** would you bring to the Councilmember position?
- What **community service** experiences with the City of Redmond or another organization have you performed and what have you learned from those experiences: (please explain for all that apply)
 - Volunteer Time:
 - Work on Boards/Commissions:
 - Other:
- How do you view City **staff** and their commitment to the work they do?
- Please describe how you can **commit** to attending meetings in person on Tuesdays from 4:30 – 10:00 p.m. except on 5th Tuesdays of the month?
- To help you make decisions, are you better at **comprehending** information by:
 - Reading or
 - Receiving verbally or
 - Both?
 - Please explain your answer...
- If selected as a councilmember, please explain how will you ensure you are **prepared** for the role and responsibilities?

In-person Interviews – Interview questions based on the following criteria:

Cand #	Criteria	Candidate Response*			Comments
		Strong	Adequate	Low	
	Relational/Interpersonal				
	Related public service experience				
	Ability to learn and evolve				
	Understand future impact of decisions				
	Understand how decision impact the community				
	Position preparation and overcoming challenges				
	Conflict Resolution				
	Non-partisan focus				
	Doing the right thing vs the easy thing				

***Candidate Responses Meanings:**

Strong = Excellent response that answers the question well; solid fit as a Councilmember

Adequate = Satisfactory response but missed key focus; moderate fit as a Councilmember

Low = Weak or incomplete response to the question; not recommended fit as a Councilmember

Potential Council Interview Questions: (These are too many questions for the time allowed, so recommend culling to 6 questions plus time for the candidate to ask a question. Questions not asked in the interview can be asked of the final four candidates.)

- Tell us about yourself and how you are able to **connect** with others outside your immediate family and friends.
- What **experience** do you have in public service? (If none, follow-up question: What research have you done to learn more about the Redmond City Council?)
- Based on your recent work experiences, please explain what you accomplished or **learned** from those experiences. *(From CM Stuart and moved to interview questions to ask candidates directly.)*
- ~~Please briefly tell us about your work background and volunteer experience. (Do not recommend asking as it seems redundant and would take time to answer.)~~
- Council decisions affect local government and set future precedence. What is your process for **making decisions** that have ongoing future impacts (professional, financial, business, etc.) for individuals and/or organizations?
- What is your understanding about how Council **decisions affect the public**, City staff, and future precedence?

- If appointed to the Redmond City Council, what do you anticipate will be the most **challenging aspect of serving in this capacity** for you personally?
- How do you handle general **conflict** and conflict between peers?
- The Council may be asked to make decisions which different groups of people have strong opinions about. How will you remain **non-partisan** in your decisions?
- In everyone's life, at some point we are faced with a choice between "doing the right thing" and doing the **easy thing**. Please describe a situation in which you did "the right thing" rather than the "easy thing". How did you come to your decision? Were there any consequences for your choice of action? What was the final outcome?
- Do you have any questions for us?