

EXHIBIT B-SUGGESTED INTERVIEW QUESTIONS

NOTE: *These general questions may be supplemented with more specific questions related to particular objectives, problems, and priorities of the city.*

1. Describe your background and experience. What have been the areas of emphasis?
2. How does your experience qualify you for this position?
3. Have you had experience in all areas of city service? If you have not had experience in certain fields, how would you approach management in these areas?
4. What particular experience do you have with respect to budget preparation and finance?
5. What particular experience do you have with respect to personnel and labor relations?
6. How do you describe your management style?
7. What is your experience as a supervisor? How many people have you supervised?
8. Have you ever had to terminate someone? What process did you follow?
9. What are your thoughts with respect to performance evaluation? What process do you follow to set objectives and monitor performance?
10. How will you go about assessing the strengths and weaknesses of the organization, and identifying opportunities to improve?
11. How do you approach the planning process? What system do you use to set objectives and priorities?
12. What is important to you in establishing effective working relations with others?
13. How do you view the relationship between the city manager and city council? With department heads and city staff generally?
14. What techniques have you found to be most successful in assisting the city council to establish and implement long and short range goals for the community?
15. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
16. What experience have you had working on an intergovernmental or inter-agency basis? Have you worked directly with the state and federal government, councils of government, counties, and other units of local governments?
17. What will your first steps be upon assuming responsibility for this position? What do you hope to accomplish in the first year?
18. From your limited vantage point, what do you believe to be the challenges and opportunities facing our organization? How is this likely to change in the future?
19. What are your strengths and weaknesses?
20. Where do you want to be five and ten years from now?
21. Why are you interested in this position?
22. What are your expectations with respect to compensation?