



All Board/Commission/Committee Interview Information

Interview Procedures

The panel may suggest applicants, but the decision is made by the Mayor whom will make the appointments at the first City Commission meeting of the new year.

Interviews are to be conducted using the following guidelines:

- a. Interviews are conducted in a public meeting of the board/commission/committee following current public meeting/records laws.
- b. The applicant, Mayor (optional), members of the board/commission/committee and Department Director will be present at the interview.
- c. The interviews are not required to be video-recorded but will be audio-recorded and minutes are required.
- d. The interviews will not be conducted during a regular meeting, instead should be held as a separate meeting either before or after a regular meeting, listed as the only item on a work session agenda, or the only item on a regular meeting agenda.
- e. The public, including other applicants, are permitted in the interviews. It is appropriate to ask other interviewees to wait outside the Chambers as a courtesy, but the applicant is not required to comply with the request.
- f. Members of the board/commission/committee may create the interview questions they wish to ask the applicants and should be aware of membership requirements, term limits, and bylaws.
- g. Each member of the interview panel will submit the attached recommendation ranking form to the Department Director after the interviews have been completed. These forms will rank the interviewees in order of preference for recommended appointment and will be sent to the panel and Mayor for final appointment. The interview panel can discuss their recommendations as a group, but it is not required.

Documents Present

The following documentation will be available at the interviews for reference:

1. The Candidate's Applications
2. The Board/Commission/Committee Bylaws/Requirement Documentation
3. Any Oregon City Municipal Code Applicable
4. Interview Questions
5. Ranking Recommendation Form