

Town of Dalton, Town Manager Screening Committee - Update of Activity 25 November 2020

Approval was sought and received from the Select Board to use a DRAFT position description that would be sent to the candidates to be interviewed prior to their interviews.

A recommendation was made to the Select Board to update the DRAFT position description prior to final interviews, to be conducted by the Select Board.

All 4 meetings have been announced by the Town as required by the Open Public Meeting law. Brittany Miller has recorded minutes for each meeting.

The interviews will be conducted in Executive Sessions by the Screening Committee and not open to the public.

The following interviewing process will be used was by the group:

- Three candidates were chosen to be interviewed via Zoom.
- These interviews are to take place by mid December 2020.
- Interview questions were chosen and sent to the candidates prior to the interviews.
- Each Screening Committee member will take the lead on two interview questions. The whole group will participate in follow up questions.
- The interviews are scheduled for 90 minutes with a 15 minute buffer to go longer if needed.
- Once the three interviews are completed the Screening Committee will review the results.
- Successful candidates names will be forwarded to the Select Board.
- Should the group not have three names to the Select Board from this group we will reconsider other candidates or possibly advertise the opening. This is compliance with the Town Manager By-law as the group understands it.