

# REPORT

To the Honorable Mayor and City Council  
From Vice Mayor Pierce

March 22, 2004

## Subject

Boards/Committees/Commissions Selection Process Request for Comments and Concerns.

## Recommendation

Council to provide comments, questions or concerns regarding the interview process.

## Background

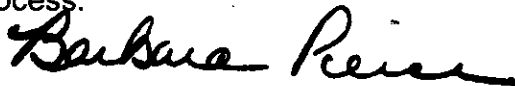
During the last selection of members for Boards, Committees and Commissions, the Council used a slightly different process to interview and select community members. Council Members were concerned that the original process took too much time, some didn't like how it felt, and that the applicants feel rushed.

The new process was an effort to give Council Members a better opportunity to get to know the applicants, understand their qualifications and meet them face-to-face. It also tried to give the community members the opportunity to distinguish themselves from other applicants by sharing their vision for the community and how they felt they could contribute.

The process included the usual written application and applicants were also asked to give a 3 minute presentation on the question "What is your vision for Redwood City and how do you see yourself contributing towards that vision through this board?" Applicants were assessed and then a smaller number of applicants were selected for an additional interview. There was a numerical rating system developed for each of the parts of the process and a minimum and maximum number of applicants would be interviewed for each board, committee or commission.

After using the new process, Council Members asked to make the following changes: don't use the formal numerical rating of applicants, continue to use the written application, the vision question presentation and then interview the smaller number of selected applicants. Consider ranking the applicants selected for the interviews to assist in breaking any ties.

Attached are a description of the process listing the materials all applicants will receive and a modified assessment form. At this time I would appreciate any comments, questions or concerns Council members have, so that we can prepare for the upcoming interview process.



Barbara Pierce, Vice Mayor

## Attachments

Proposed process, assessment form

9.B-1

9.B-2

**Proposed Process : Written Application, Vision Presentation, Q&A Interview.**

**I. Initial Phase**

1. Applications: all Council Members review and consider application on the following criteria:
  - Unique/significant value the applicant brings to the board, commission, or committee.
  - Commitment/dedication to community work or some effort.
  - Preparation level, care in filling out the application.
  - Experience with group dynamics, teamwork, or working with others.
  - Applicant's familiarity with the board, commission, or committee's activities (did they attend a board meeting or meetings, read the minutes).
  
2. Three-minutes presentation on Focus Question to all Council Members in one session.
  - Focus question: What is your vision for Redwood City and how do you see yourself contributing towards that vision through this board?

**II. Final Phase**

Face to face Q & A interview with a short list of applicants composed of no more than 25% of the field for each board, committee or commission with a minimum of 3 candidates. These interviews would proceed pretty much as they have in the past.

Final selection will occur at a Council meeting after all interviews are completed.

Preparation – all applicants get the following in preparation for the process:

Description of the board, committee or commission

When and where the meetings occur

Where minutes are available if minutes are taken

List of current members

Process description

List of other volunteer opportunities and how to be involved in the community

9.B-3

Applicant Name \_\_\_\_\_

Board, Commission, or  
Committee Applied for \_\_\_\_\_

### WRITTEN APPLICATION ASSESSMENT

- Please consider the following criteria for each applicant's written application.
  - 1) Unique/significant value the applicant brings to the board, commission, or committee
  - 2) Commitment/dedication to community work or some effort
  - 3) Preparation level, care in filling out the application
  - 4) Experience with group dynamics, teamwork, or working with others
  - 5) Applicant's familiarity with the board, commission, or committee's activities (did they attend a board meeting or meetings, read the minutes.

### PRESENTATION ASSESSMENT

- The applicant's presentation is to respond to these two questions:
  - What is your vision for Redwood City?
  - How do you see yourself contributing toward that vision through this board, commission, or committee?

### "WILD CARD" ASSESSMENT

- Wild card – consider your gut feeling, or just your preference for the applicant

Schedule for in-depth interview      Yes / No

**Please select no less than 3 nor more than 25% of the of applicants applying for each board. After you select those you wish interviewed please rank them within each commission. This will only be used in the event of a tie.**