

We are asking each candidate a standardized set of questions so that we can objectively compare results. The questions we'll be asking you will be based on your past experience. We're not asking hypothetical or "what if" questions. In general, we would prefer your answers relate to your most recent employment experience. If, however, you feel an earlier experience is the most relevant, please feel free to use that.

Name of Candidate _____

Describe some of the Planning projects you have spearheaded in the past.

- a. Did you come up with the idea for this plan/study, or did the municipality/organization for which you worked request the study/plan be undertaken?
- b. How long did the plan/study take?
- c. What was the budget?
- d. Briefly outline the process and steps you took to see the project to fruition.

What experience do you have interacting with elected officials?

Have you ever been in a management position before?

- a. Describe how you developed a set of goals and objectives for your department?
- b. What strategies did you use to implement these, and how successful were you?
- c. Do you have experience developing, managing, and monitoring a department budget?

In a small department such as this, there is often more that needs to be done than can reasonably be accomplished. How do you prioritize projects and decide which moves forward, and which gets set aside?

Everyone makes mistakes; what was one of the biggest mistakes you've made on a job.

What was the mistake?

How did you handle it?

What did you do to rectify it and what was the outcome?

Tell us about a time when you were given a project you didn't have experience with nor were there specific resources outlined for you and it seemed almost impossible to complete

What was the task?

What were the major obstacles?

How did you overcome them and what was the outcome?

Tell us about a recent change that impacted you and that you struggled with.

(This is business related; but don't mention it. Does the candidate stay on track or go Personal)

What was the situation?

How did you handle it?

What was the outcome?

What do you see as the major threats and opportunities for Washington County with regard to economic development over the next 10 years?