

Process for Conducting Interviews and Recommending Members for the Advisory Group for Minneapolis Redistricting 2011-2012

A. ELIGIBILITY

- Eligibility criteria are defined in the Charter:
 - (1) Eligible to vote (citizen, resident, age 18 or over, rights not suspended)
 - (2) “Applicants shall not currently be, or within two years previous to appointment have been, an elected official of municipal, county, state or federal government, nor an employee of a political party, nor a candidate in a primary or general election for a public office for which the ballot indicates a political party designation of candidates, nor an employee of City government.”
- Applications will be reviewed by City Clerk staff.
- Any applicant who answers “Yes” to the last three questions on page one, or who answer “No” to the first four questions at the top of page two “Yes” to the second set of four questions on page 2 will be deemed ineligible under the requirements of the Charter.
- Staff will send a letter to all deemed ineligible.

B. INTERVIEW LOGISTICS

1. *Tentative Interview Schedule*

- Interviews are optional. All eligible applicants will be invited to participate.
- Interview length may be as short as five-six minutes. Interview length may be longer if there are few applicants.
- Applicants will be interviewed separately.
- Those waiting to be interviewed will remain outside the interview room.
- Questions will be published in advance.
- Interviews will be scheduled for at least two days, three hours each day, 4:00 p.m. to 7:00 p.m. on weekdays and 10:00 a.m. to 1 p.m. on Saturday. The interview days will be Thursday, April 7 and Tuesday, April 12. Additional dates may be scheduled if needed.

2. *Location and Seating Arrangements*

- In March, the committee will identify and reserve one to three locations that are centrally located, accessible, spacious and comfortable.
- The room should be split into a place for observers to sit and an area in which to conduct interviews.
- Interviewers and applicants will be seated at the same level and arranged so that all interviewers have a clear view of each applicant during the interview.

3. *Recording*

- Interviews will not be video taped.
- Committee interviewers are encouraged to take notes that will help them rate each candidate.

4. *Number of interviewers*

- At least three Committee members will be scheduled to conduct each interview. Interested commissioners include Ferrara, Lickness, Dolan and Rubenstein.

- The same four commissioners will be scheduled to conduct all interviews.
- All Charter Commissioners are encouraged to attend the interviews as members of the public.

5. *Process for asking questions*

- Interviewers will use the same core questions for all interviews.
- Applicants will be allowed time per question as shown in the question list.
- One person will be responsible for tracking interview length.
- Interviewers will rotate asking each of the questions.
- Limited use of follow-up questions will be allowed if necessary to clarify responses

C. EVALUATION OF DESIRED CANDIDATE CHARACTERISTICS/COMPETENCIES

1. *Competencies*

- Identified competencies:
 - Ability to be nonpartisan (Principles)
 - Knowledge of many neighborhoods (Principles)
 - Ability to bring diversity to the Redistricting Group (Charter)
 - Experience as an active citizen (Principles)

2. *Interview Questions*

- Put the applicant at ease--introduce the interviewers and briefly describe the process. Stress that we want to learn about the applicant as a person but also need to see how well they match the job description.
- Candidate interview questions:
 1. Please introduce yourself and tell us a little about your background and experience, including how long you have lived in Minneapolis.
 2. In what ways do you see yourself contributing to the diversity of the Redistricting Group?
 3. The Redistricting Group seeks to understand the various communities in the City. Tell us how your past community involvement will help the Redistricting Group do this.
 4. How would you help the Redistricting Group proceed in a non-partisan manner?
 5. We are looking for persons who have been active citizens. How do you fit this requirement?
 6. Are there any questions related to the interview and appointment process that you want to ask us; if we can answer, we will.

3. *Questions from the Completed Application*

Each interviewer will determine how to weight a "No" answer to the following questions.

- Are you able to devote the **time required** for participation on the Advisory Group? *Nonpublic*
- Are you able to represent the entire City and serve on a **nonpartisan** basis while performing your duties on the Advisory Group? *Nonpublic*

The following two questions require evaluation to determine the applicant's qualifications.

- Describe your education, training, employment history, volunteer work, and awards and honors as related to the job description for a member of the Advisory Group. *Public*

- What in your background demonstrates that you have knowledge of the **many communities** within the City, are an **active citizen** and will contribute to the **diversity** of the Advisory Group?
Nonpublic

D. PROCESS FOR MAKING RECOMMENDATIONS FOR THE ADVISORY GROUP

1. *Number Recommended*

- Regardless of the number of applicants, the Committee may recommend up to nine members for the Advisory Group.

2. *Select Applicants for Recommendation*

- Identify up to nine applicants for recommendation to the Charter Commission for selection.

SAMPLE RATING FORM (PARTIAL)

Interviewer: _____ Date: _____

Applicant Name: _____ (match to set of applications)

	Extent to which applicant meets requirement			
Interview Questions	Fully	Mostly	Partially	Not at all
1. Question 1 or first characteristic after all questions asked				
Notes:				
2. Question 2 or second characteristic				
Notes:				

	Extent to which applicant fits the job description			
Application Questions	Fully	Mostly	Partially	Not at all
1. Describe your education, training, employment history, volunteer work, and awards and honors as related to the job description for a member of the Advisory Group.				
Notes:				

	Extent to which applicant meets requirement			
2. What in your background demonstrates that you have knowledge of the many communities within the City, are an active citizen and will contribute to the diversity of the Advisory Group?	Fully	Mostly	Partially	Not at all
Many communities				
Active citizen				
Diversity				

2. Are you able to devote the time required for participation on the Advisory Group? (Circle)	Yes	No	Blank
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