From: Furman, Keith
To: Kapusta-Pofahl, Karen
Subject: Vacancy Process Feedback Request
Date: Thursday, May 19, 2022 2:33:25 PM

Alders,

We have now been through the 1st of 3 interviews to fill council vacancies. Tuesday's interviews were long but we learned a lot of information and believe the process allowed us to recommend the best candidate.

We're looking for feedback, including thoughts you have on top of what's suggested below. **Please send your feedback by 9am on Monday 5/23.**

We'll have this as an agenda item on a VERY busy CCEC 5/24 agenda so we hope to discuss it there as well.

You can watch the video of the D3 interview here: Madison City Channel - Common Council Executive Committee: Meeting of May 17, 2022 (cityofmadison.com) or Common Council Executive Committee: Meeting of May 17, 2022 - YouTube

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Here's an outline of the current process which was copied from previous vacancies (but had some tweaked questions):

Two rounds of questions.

Applicants were called in alphabetical order.

Round 1
Each applicant had 5 minutes to speak on questions from the CCEC.

- Describe your involvement in civic activities.
- What do you know about this position?
- Why did you decide to apply for this position?

CCEC members rated candidate responses to each question on a scale of 1 to 4 (Unacceptable, Poor, Acceptable, Exemplary) directly after each candidate's interview.

At the end of Round 1, a ranked pair tool was used to have members rank their choices. This would have been used in the event of a tie of score from questions.

The total score from each candidate was added up by Karen.

The top three scoring applicants moved onto second round of questioning.

Round 2

No time limit. 7 questions.

GENERAL

1. What knowledge, skills and resources do you already possess that will help you become an effective Interim Alder?

EQUITY AND INCLUSION

1. Please describe the ways you practice and demonstrate equity and inclusion and how you would model these practices in this assignment. Please provide an example of measures you have taken to further your knowledge of equity, inclusion and racial justice.

KNOWLEDGE OF D3

1. What are some of the critical issues facing District 3?

1. Provide an example of a time that you took a lead role either at work or in your community?

KNOWLEDGE OF CITY

1. What are some of the critical issues facing the City?

COMMUNITY FEEDBACK

1. You receive a lot of feedback from residents surrounding a project in the district. Your general sense is 60% are in favor of the project and 40% are against it. How do you balance public feedback against policies, goals, and priorities? What steps do you take into consideration to arrive at your position?

1. How do you reach District 3 residents who are not engaged in traditional ways like neighborhood associations?

CCEC members rated candidate responses to each question on a scale of 1 to 4 (Unacceptable, Poor, Acceptable, Exemplary) directly after each candidate's interview.

At the end of Round 2, a ranked pair tool was used to have members rank their choices. This would have been used for discussion in the event of a tie of score from questions.

The total score from each candidate was added up by Karen.

We have ideas about how to improve the process moving forward and would also appreciate your

feedback/suggestions, if you have any.

Here is some feedback we've already received and are considering implementing prior to next week's (5/25) interviews for the D20 vacancy.

- Discontinuing completing scoring/ranking of each applicant immediately following their interview
    - The sole question before the committee is who is the best applicant to serve as an alder, not simply who interviews the best. Scoring the applicants only on their interview responses does not allow CCEC members to consider the application materials or anything other than what they heard during interview responses.
    - If the rankings could be done after all the first interviews are completed and the scoring question asks to rank the candidates based on their entire application, CCEC members could still keep track of their impressions as the interviews occur and would not be limited to scoring based only the interview.
- Decreasing the amount of questions in round 2
    - 7 questions in the second round felt a bit like overkill Tuesday. The applications and the first round interview already gave them an opportunity to talk about themselves, their background and how they have participated in civic life, so some of it is repetitive.
- Implementing a time limit for second round responses
    - This would encourage concise answers as well as respect the time of all involved in the processs

Thanks!
-Jael and Keith

-Keith F.

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