

---

## Preparation and Events for the Village Manager Interviews

---

The following is a list of items that need to be addressed to prepare for the Village Manager Interviews and Selection Process. It probably contains more detail than necessary, but we felt it was best to provide as much information as possible so nothing is forgotten.

**Note:** *Given the COVID-19 virus, we may need to modify much of the following. As the search progresses, we will determine what needs to be changed and how.*

### Pre-Interview Tasks

**Notification:** Colin Baenziger & Associates (CB&A) will notify the finalists and alternate who have been selected to be interviewed. *Responsible Party: CB&A.*

**Preparatory Material:** As soon as the finalists and alternate have been selected, the Village should send each of them as many of the following materials as are available if not available on the internet: the current year budget, an organization chart, the latest certified audit and management letter, any Village strategic and long range plans, enabling legislation and other materials that define the role and duties of the Village Manager, and any evaluations of the organization completed in the previous twelve months. The Village should also try to include other materials, such as housing guides, welcome kits from the Chamber of Commerce, maps of the area, etc. *Responsible Party: The Village.*

**Candidate Travel:** We will ask the candidates to purchase their airline tickets, with the cost reimbursed directly by the Village after the candidate is interviewed. *Responsible Party: CB&A*

**Candidate Lodging:** The Village should make reservations for the finalists at a local hotel and pay the hotel directly (thus avoiding the sales tax). *Responsible Party: The Village.*

### Interview Tasks

**Candidates Meet the Staff:** Many local governments want the candidates to meet their senior staff, and conversely, the candidates like to meet the staff people with whom they would work. There are several ways to accomplish this. One is a "meet and greet" which normally lasts an hour or two. Another is to divide the senior staff into groups of three from different departments, such as someone from Public Works, Human Resources, and Parks and Recreation forming a group. The candidates then rotate among the groups, spending 30 to 45 minutes with each group. Normally, meeting the staff occurs just before the Village tour, but can occur afterwards. *Responsible Party: The Village.*

**Village Tour:** We highly recommend the Village conduct a tour for the candidates and their spouses early Friday afternoon. A van or small bus will be needed, and a knowledgeable staff member should be assigned to conduct the tour so that everyone hears the same information. We suggest the tour start at 1:00 P.M. *Responsible Party: The Village.*

**Realtor's Tour:** Many candidates and spouses have questions about residential neighborhoods, schools, medical facilities, and other Village amenities. A real estate professional can usually

---

## Preparation and Events for the Village Manager Interviews

---

answer those questions. Since the spouses will likely be free during the formal interviews on Saturday, 2007, we suggest they be provided a list of area Realtors to contact for a tour. *Responsible Party: The Village to provide a list of Realtors, or CB&A can arrange.*

**Reception:** The Village will choose a location for the candidate reception, and typically, it is held at a public facility, a local restaurant, a country club, or other suitable location. It can be scheduled to begin as early as 5:30 P.M., or as late as 7:00 P.M., and usually lasts 90 minutes. The Village will need to determine who should be invited. In addition to the elected officials (and their spouses) and the candidates (and their spouses), Chairpersons of key committees are often invited, as well as other Village officials and local business leaders. With the entire governing body in attendance, the reception should be noticed as a public meeting to avoid any possible appearance of a violation of the public meeting statutes. As an open public event, news media representatives will usually attend, as well as some members of the public. The Village should arrange for food and drink and bear the cost. In some cities and counties, the local Chamber of Commerce has sponsored the event and assumed the cost. The reception provides the first opportunity for the elected officials to meet the finalists, and although the event need not be lavish, it should put the Village in its best light. We are often asked if alcohol should be served, and that is a matter for the Village to determine. Occasionally, it can be revealing to see how candidates react when alcohol is available. We also recommend the Village provide name tags. What seems to work best is something simple such as the self-adhesive name tags which can be purchased at Office Depot. We suggest the candidate name tags be one color while all the other attendees be given name tags of a different color. That makes it easy for the elected officials and the public to identify the candidates. [**Note:** We may need to modify or cancel the public portion of the reception, depending on the candidates' desire for confidentiality.] *Responsible Party: The Village.*

### **Interviews with Elected Officials**

**Interview Morning Breakfast:** The Village should arrange for a light Continental breakfast on the morning of the interviews. Coffee, juice, Danish, and fruit are usually served 30 minutes before the start of the one-on-one interviews. Generally, very little is eaten so the breakfast need not be lavish. *Responsible Party: The Village.*

**One-on-One Interviews:** The candidates will rotate between the offices of individual member of the Elected Body for approximately 40 minutes according to a pre-determined schedule. Sample questions will be included in materials which CB&A will provide. A CB&A representative will usher each candidate to the appropriate elected official at the appropriate time to keep the process on schedule. *Responsible Party: CB&A and the Elected Body*

**Interview Day Lunch:** The Village should arrange for a light lunch for the elected officials and the candidates. It is served immediately after the one-on-one interviews. Usually, 30 to 40 minutes are allocated for lunch and it is done in the same facility where the interviews are held. Again, it need not be lavish. Sandwiches (or subs), a salad and drinks are typical. *Responsible Party: The Village.*