

THE CORPORATION OF THE TOWNSHIP OF HORTON

Meeting to Interview Public Works Manager Candidates

June 21, 2013

There was a Meeting to conduct the third and final interview the two remaining candidates for the Public Works Manager position on Friday June 21, 2013. Present was Mayor Don Eady, Councillor Bob Kingsbury, Councillor Glen Campbell, Councillor Jamey Larone, Councillor Margaret Whyte, Susan Humphries of the Human Resources Committee and Murray Humphries and Rick Lester of the Public Works Committee. Staff present was Mackie McLaren, CAO/Clerk. Facilitating the interview process was Bruce Beakley, HR Director, County of Renfrew.

1. CALL TO ORDER

Mayor Eady called the Meeting to Order at 8:15 a.m.

2. INSTRUCTIONS FOR THE INTERVIEWS

Mr. Beakley presented a folder to each member of the interview team that contained the questions he would ask, the candidates resumes, the job descriptions, a candidate rating sheet with Behavioural Interviewing Scoring Responses, a sheet setting out the 4 Defining Competencies for the position which were: Development of Self and Others, Efficiency, Managing Change and Transition, and Teamwork.

Mr. Beakley said he would ask the questions, but that Members of the Team could interject with supplementary questions after the candidate responded to the original question.

The two candidates were handed information sheets about the interview process and team members while they waited for their interview. Included was a reference form.

3. INTERVIEWS

The Interview Team met with two candidates, from 8:30 am to 10:05 am and from 10:35 am to 12:15 pm. At the end of each interview the candidates were requested to forward their references to the CAO/Clerk

Following the interviews, the team held a working lunch to review each candidate and accepted one candidate subject to negotiation of salary and benefits and satisfactory reference checks.

4. ADJOURNMENT

Mayor Eady declared the meeting adjourned at 1:10 p.m.

Mayor

CAO/Clerk