

Human Resources Committee
Interviews for Administrative/Planning Assistant Position
February 20, 2015

There was a Human Resources Committee Meeting held in the Municipal Council Chambers on Friday February 20, 2015. Present was Chair Robert A. Johnston, Mayor Bob Kingsbury and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Johnston called the meeting to order at 9:00 a.m.

2. DECLARATION OF PECUNIARY INTEREST

The CAO/Clerk reported that Jennifer Armstrong has withdrawn her resume for this position.

There was no declaration of pecuniary interest expressed by Members of the Committee or Staff.

3. INTERVIEW PROCESS

The CAO/Clerk presented documentation on questions and scoring that was prepared by the Executive/Planning Assistant. The Members reviewed this information and became comfortable with the interview process. The CAO/Clerk advised that a Microsoft Word and Excel tests would be conducted following each interview. These skill tests would be marked by the Executive/Planning Assistant and the scoring brought to the Members after the testing was complete.

4. INTERVIEWS

Between 10:00 am and 3:30 p.m. the Members and Staff conducted interviews of the 6 shortlisted applicants. There was a 45 minute recess for lunch. Members individually scored the responses to the questions that were asked by the Members. Follow up questions were asked by the CAO/Clerk. At the completion of the interviews the scores were compiled onto a scoring sheet. The members were in agreement with the total scores that determined the 1, 2 and 3 placed candidates.

5. RECOMMENDATION TO COUNCIL

Moved by Bob Kingsbury, Seconded by Susan Humphries the Human Resources Committee requests the CAO/Clerk contact the references of the person selected during the interview process and present a report with a recommended contract for the selected person to Council during their March 3, 2015 Council Meeting for approval.

Carried

6. ADJOURNMENT

Moved by Susan Humphries, Seconded by Bob Kingsbury that this Committee adjourns the Interview Selection Meeting at 4:05 p.m.

Carried