**Candidate Questionnaire**

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| --- | --- | --- | --- |
| **Name** | Click or tap here to enter text. | **Email** | Click or tap here to enter text. |
| **Education** | Click or tap here to enter text. |

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| --- | --- | --- | --- |
|  | **Current** **(Most Recent) Position** | **Previous Position** | **Previous Position** |
| **Title** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Dates of Employment** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Organization** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Jurisdiction Population** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Reports To (Title)** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **No. of direct/indirect staff reporting to you** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Budget you are responsible for** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Entity operating budget** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Instructions:**

The purpose of this questionnaire is to provide us with additional information about you as a candidate and to gather examples of professional work that illustrate your background and experience. This information will be shared with hiring officials and others involved in making decisions about candidates selected to move forward in the selection process.

Please respond to each of the following questions by providing pertinent information. Some questions ask you to provide examples; please be sure to describe your direct level of involvement in the project or initiative. **Please be succinct** – **limit your responses to 300 words.**

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| --- | --- |
|  | **Why are you interested in the City Clerk/Treasurer position at this specific time?** |
| Click or tap here to enter text. |
|  | **Describe your current scope of responsibilities and explain how these responsibilities prepare you to take on the leadership responsibilities of City Clerk. Treasurer position.**  |
| Click or tap here to enter text. |
|  | **What has been your role in working with members of a governing body, collectively and individually? What steps have you taken to support the governing body’s policy-making activities?** |
| Click or tap here to enter text. |
|  | **Tell us about your experience in developing and administering budgets and capital improvement plans and maintaining fiscal oversight. List any financial software programs that you have used and describe your proficiency.**  |
| Click or tap here to enter text. |
|  | **What is your experience in developing/ administering personnel policies?**  |
| Click or tap here to enter text. |
|  | **Describe how you have used technology to automate processes within previous roles.** |
| Click or tap here to enter text. |
|  | **What strategies do you use to keep your pulse on issues important to the organization and the community it serves? Please provide some specific examples.** |
| Click or tap here to enter text. |
|  |  |
| Click or tap here to enter text. |
|  | **Tell us about the feedback you have received from peers, supervisors, and subordinates with whom you work regarding your strengths as a professional leader.** |
| Click or tap here to enter text. |
|  | **Describe the feedback you have received from peers, supervisors, and subordinates with whom you work regarding areas where you need improvement.**  |
| Click or tap here to enter text. |
|  | **Since 2001, please explain all situations where you were in a position for less than two years and describe the reason for your departure. If not currently employed, please describe the terms of the departure from your most recent employer.** |
| Click or tap here to enter text. |
|  | **Describe any other areas of expertise or experiences that are relevant to this position that have not been addressed in previous questions.** |
| Click or tap here to enter text. |