

## Clackamas County Vector Control District Executive Director Hiring Process Methodology

### **Phase 1**

#### **Application Review**

- Applicants' submissions (application, letter of interest, and resume) are pre-screened by SDAO against District requirements and applicability of Veteran's Preference.
- Applicant's submissions are reviewed by Board with the goal of selecting which applicants to move on to Phase 2 interviews (*in Executive Session approximately one week after close of application process*).

### **Phase 2**

#### **Stakeholder Interviews** - 5 to 12 Stakeholders needed for interview panels (*in Special Meeting approximately two weeks after application review*)

- On the day of the interview process all invited candidates rotate through virtual (video) stakeholder interview panels (1 panel minimum, 3 panels maximum)
- Stakeholder panel interviews consist of:
  - Panel interview with prepared questions
  - Follow-up questions based on to candidates' responses to prepared questions
- Stakeholders score candidates on:
  - Background/Experience
  - Technical Expertise
  - Clarity of communication
  - Initiative
  - Overall fit for the position
- Each candidate's score is tallied as a total from all stakeholder panels. Scoring equals 1% to 100% scale plus applicable veteran's preference points.
- After all interviews are complete, all panelists meet with the entire Board to discuss the candidates in detail.
- The Board decides which candidates to move on to final Board interviews based on the candidate's interview scores and input from evaluators.
- Candidates are notified whether they are moving on to Board interviews and if so, what time their interview is.

### **Phase 3**

#### **Board of Trustees Interview**

- Top scoring candidates from stakeholder interviews advance to in-person interview with Board of Directors (*in Executive Session approximately two weeks after stakeholder interviews*).
- Stakeholder interview scores do not carry over to Board interview.
- Board interview consists of:
  - Panel interview with prepared questions
  - Follow-up questions based on to candidates' responses to prepared questions
- Board scores candidates on:
  - Grasp of current issues
  - Vision for position, for District, for community
  - Vision for the future
  - Clarity of communication
  - Projection of leadership
- Board scoring equals 1% to 100% scale plus applicable veteran's preference points.

### Sample Schedule

#### **Clackamas County Vector Control District Executive Director Interview Process – March 24, 2026**

	Stakeholder Panel A	Stakeholder Panel B
8:30 AM	Candidate 1	Candidate 2
9:15 AM	Candidate 2	Candidate 1
10:00 AM	Candidate 3	Candidate 4
10:45 AM	Candidate 4	Candidate 3
12:00 PM	<b>Lunch and Debrief with Board of Directors</b>	
	<b>Board Interview</b>	
2:00 PM	Candidate XX	
2:45 PM	Candidate XX	
3:30 PM	Candidate XX	