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AGENDA

KEIZER CITY COUNCIL

WORK SESSION

Monday, September 23, 2024

6:00 PM

**Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION ON VOLUNTEER APPLICATION, QUESTIONS, AND NOMINATION/ APPOINTMENT PROCESS**
 - a. Community Diversity Engagement Committee (CDEC) Member Appointment Process**
 - b. Community Diversity Engagement Committee (CDEC): DRAFT 09/05/24 Minutes**
 - c. CDEC: Application & Rubric**
 - d. Volunteer Application ~ Submitted Electronically on Website**
 - e. Youth Councilor & Youth Liaison Application ~ Submitted Electronically on Website**
 - f. Interview Guidelines & Sample Interview Questions for the Volunteer Coordinating Committee**
- 4. ADJOURNMENT**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Community Diversity Engagement Committee (CDEC) Member Appointment Process

Proposed Motion

No Formal Action Required.

I. Summary

The CDEC has recommended that the appointment process for the CDEC should be changed from a councilor direct appointment process to being handled by the Volunteer Coordinating Committee (VCC). In addition, the CDEC recommends that specific application and interview questions and scoring sheet be utilized by the VCC.

II. Background

- A. The Community Diversity Engagement Committee (CDEC) was established in November 2021 to act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:
1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically.
 2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.
 3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.
- B. The Committee consists of nine voting members. Two members shall be Keizer City Councilors to be appointed by the Mayor, six citizen-at-large members appointed by each City Councilor and one youth member appointed by the Mayor.
- C. The current CDEC appointments are:

Committee Member	Appointed By	Term End Date
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Name

Benita Picazo - Vice Chair	Councilor Reid	December 31, 2025
Tammy Kunz	Council President Starr	December 31, 2025
Stephanie Cross	Councilor Juran	December 31, 2026
Carrie Brown	Councilor Cross	December 31, 2026
Thais Rodick - Chair	Former Councilor Husseman	December 31, 2024
Vacant	Councilor Kohler	December 31, 2024
Nevaeh Music	Mayor Clark	December 31, 2025

- D. During the March 11, 2024 joint work session, the CDEC was asked to:
1. Review the scope of the CDEC for possible changes,
 2. Consider what it means or looks like to engage with other boards, commissions, committees, and neighborhood associations,
 3. Schedule a consultation with the neighborhood associations based on the feedback received, and
 4. Discuss what an equity lens would look like.
- E. During the June 6, 2024, CDEC meeting, a motion was made to "move that we direct staff to bring an updated resolution and application information to present to the Council" to change how the CDEC appointment process is handled. The change is to move from councilor appointment members to having the appointment process handled by the VCC. In addition, providing the VCC with specific application and interview questions and a scoring sheet based on the unique requirements of the CDEC.
- F. The benefits of the proposed change to the appointment process include:
1. The process would be consistent with other City committees.
 2. The pool of applicants may be larger as it wouldn't depend on having a personal relationship with a specific City Councilor.
 3. The VCC could use a standardized review process that focuses on the CDEC's specific task for all potential appointees.
- G. At the June 17, 2024, City Council Meeting, staff presented the motion from the CDEC and was directed to prepare a resolution to change the CDEC member appointment process so that it is completed by the VCC rather than by direct councilor appointment for consideration at the next City Council Meeting. In addition, it was recommended that the concept of providing specific application and interview questions and a scoring sheet be moved to a work session and potentially expand the scope of the change to include all city committees.
- H. At the July 1, 2024, City Council Meeting, staff presented the revised resolution changing the CDEC appointment process. The agenda item was moved to a joint work session with the CDEC for further information and consideration.

III. Current Situation

- A. A joint work session with the City Council and the CDEC has been noticed for September 23, 2024.

IV. Analysis

- A. **Strategic Impact** - Reviewing and modifying the CDEC task and purpose is part of the City Council's adopted work plan.
- B. **Financial** - No financial impact.
- C. **Timing** - Changes to the appointment process would be effective with the adoption of a revised resolution and implemented as existing committee members' terms expire or become vacant. However, the City Council has the authority to determine an alternate effective date if it so chooses.
- D. **Policy/Legal** - A change in the appointment process for the CDEC would require a modification to the resolution forming the committee which must be adopted by the City Council. In addition, a change to the Council Rules of Procedure would be required.

V. Alternatives

- A. Direct staff by consensus to bring to the next council meeting changes to the CDEC appointment process for deliberation.
- B. Take no action.

VI. Recommendation

Staff recommends the City Council and the CDEC discuss the proposed changes to the CDEC appointment process and by consensus, direct staff to bring those changes to the City Council for deliberation.

Attachments

1. RES_CC_Res 2024 Amending Community Diversity Engagement Committee_9 23 2024
2. RES_CC_Amending Section 18.2 of Council Rules of Procedure_9 23 2024
3. RES_CC_Amending Section 18.2 of Council Rules of Procedure - Redline_9 23 2024
4. ATT_CC_Appendix A to Community Diversity Engagement Committee_9 23 2024
5. ATT_CC_Appendix A to Community Diversity Engagement Committee - Redline _9 23 2024

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1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-_____

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6 AMENDING COMMUNITY DIVERSITY ENGAGEMENT
7 COMMITTEE; AMENDING RESOLUTION R2021-3225
8
9

10 WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer
11 Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

12 WHEREAS, the Community Diversity Engagement Work Group was formed by
13 the City Council in April 2021 as part of the Goals and Work Plan;

14 WHEREAS, the Community Diversity Engagement Work Group made a
15 recommendation to the City Council to form a Community Diversity Engagement Committee;

16 WHEREAS, the Keizer City Council formed the Community Diversity Engagement
17 Committee by Resolution R2021-3225 on November 1, 2021;

18 WHEREAS, the Council wishes to amend the membership section and term of office
19 section to change the appointment process for the members;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2021-
22 3225 (Establishing Community Diversity Engagement Committee) is hereby amended by
23 replacing Appendix “A” with the attached Appendix “A”, and by this reference made a part
24 hereof.

25 BE IT FURTHER RESOLVED that the current members shall continue in their terms
26 of office as appointed.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon
2 the date of its passage.

3 PASSED this _____ day of _____, 2024.

4
5 SIGNED this _____ day of _____, 2024.

6
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8 _____
9 Mayor

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11 _____
12 City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2024-_____

4 AMENDING CITY OF KEIZER CITY COUNCIL RULES OF
5 PROCEDURE (AMENDING RESOLUTION R2022-3269)
6

7 WHEREAS, the City Council of the City of Keizer adopted the City of Keizer's
8 City Council Rules of Procedures on April 4, 2022;

9 WHEREAS, the City Council of the City of Keizer adopted amendments to the
10 City Council Rules of Procedures on May 1, 2023, May 15, 2023 and February 5, 2024;

11 WHEREAS, the City Council finds it appropriate and necessary to amend Section
12 18.2 (Membership Appointment);

13 NOW, THEREFORE,

14 BE IT RESOLVED by the City Council of the City of Keizer that Resolution
15 R2022-3269 (City Council Rules of Procedures) Section 18.2 is hereby amended as
16 follows:

17 **18.2 Membership Appointment** – Each Council member will make a
18 one-member appointment to the Volunteer Coordinating Committee as
19 allowed in Council resolution for a two-year term. If a Council member
20 leaves office prior to the end of the Council member's scheduled term, the
21 replacement Council member shall appoint a member to the Volunteer
22 Coordinating Committee. Except for Council members, all other
23 applicants for City Boards, Commissions, Committees or any group (other
24 than Council Work Groups, Task Forces, or Outside Committees) will be
25 recommended by the members of the Volunteer Coordinating Committee
26 who will receive, review, and process written applications and forward
27 recommendations to the Council for appointment consideration, unless
28 the Resolution, Ordinance, or State Statute defines the appointment
29 process differently. The Mayor shall make the Council member
30 appointments for all Committees, Task Forces, Boards, Outside
31 Committees or any other groups at the first meeting in January every odd
32 numbered year or when necessary.

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BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
upon the date of its passage.

PASSED this _____ day of _____, 2024.

SIGNED this _____ day of _____, 2024.

Mayor

City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-_____

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21 replacement Council member shall appoint a member to the Volunteer
22 Coordinating Committee. Except for Council members, all other
23 applicants for City Boards, Commissions, Committees or any group (other
24 than Council Work Groups, Task Forces, or Outside Committees) will be
25 recommended by the members of the Volunteer Coordinating Committee
26 who will receive, review, and process written applications and forward
27 recommendations to the Council for appointment consideration, unless
28 the Resolution, Ordinance, or State Statute defines the appointment
29 process differently. ~~The Community Diversity Engagement Committee~~
30 ~~members shall be directly appointed by Council members as called for in~~
31 ~~the Resolution creating such committee.~~ The Mayor shall make the
32 Council member appointments for all Committees, Task Forces, Boards,

1 Outside Committees or any other groups at the first meeting in January
2 every odd numbered year or when necessary.
3

4 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
5 upon the date of its passage.

6 PASSED this _____ day of _____, 2024.

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8 SIGNED this _____ day of _____, 2024.

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Mayor

City Recorder

Appendix “A” City Council Committee

Name: Community Diversity Engagement Committee

Purpose: To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically,
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes,
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

Tasks: To assist in developing action recommendations for community engagement in civic processes in the following areas:

1. Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions,
2. Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included),
3. Collaborating in community opportunities to have conversation, celebration, relationship building,
4. Recommending additions or subtractions of national observances/commemorative/heritage months,
5. Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation,
6. Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.

Membership: The Committee shall consist of nine voting members. Two (2) members shall be Keizer City Councilors to be appointed by the Mayor and announced at a regularly scheduled Council meeting, six (6) citizen-at-large members and one (1) youth member who is under 19 years of age at the date of appointment. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases that impact all residents in Keizer. The six (6) citizen-at-large members and the one (1) youth member shall be appointed as outlined by the City Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Term of Office: Each Councilor member shall be appointed for a two-year term by the Mayor pursuant to the Council Rules of Procedure. Each non-Councilor member shall be appointed for a three-year term, except for the initial terms. The initial terms of the non- Councilor members shall be staggered so that not more than three will expire in the same year. Members may be reappointed.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

Appendix “A” City Council Committee

Name: Community Diversity Engagement Committee

Purpose: To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically,
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Term of Office: Each Councilor member shall be appointed for a two-year term by the Mayor pursuant to the Council Rules of Procedure. Each non-Councilor member shall be appointed for a three-year term, except for the initial terms. The initial terms of the non-Councilor members shall be staggered so that not more than three will expire in the same year. ~~Each Councilor shall directly appoint one _citizen_ at-large member following the same process as appointments of Volunteer Coordinating Committee members. The Mayor shall appoint the youth member.~~ Members may be reappointed.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.



MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE
Thursday, September 5, 2024
Robert L. Simon Council Chambers

Call to Order

Chair Thais Rodick called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present:

Thais Rodick, Chair
Laura Reid
Tammy Kunz
Stephanie Cross
Shaney Starr

Absent:

Carrie Brown
Benita Picazo, Vice Chair
Nevaeh Music
One Open Position

Staff:

Dawn Wilson, Deputy City Recorder
Adam Brown, City Manager

Approval of Minutes

a. August Minutes

Tammy Kunz moved for approval of the August 2024 Minutes. Councilor Reid seconded. Motion passed as follows: Kunz, Starr, Rodick, Reid, Cross, Music, and Gust in favor with Brown, Picazo, and Music absent.

Appearance of Interested Persons

Interested persons spoke under the Community Diversity Engagement Committee (CDEC) application questions and rubric section.

Committee Member Reports

a. Report submitted by Tammy Kunz

Tammy Kunz shared her report on the Greater Northeast Keizer Neighborhood Association (GNEKNA). She highlighted the Salem-Keizer Area Transportation Study (SKATS) plan from today's meeting.

She had 10 additional people outside of the vendors with 34 in total at the Community Cafe'. There would be another Community Cafe' coming up in December. Councilor Reid suggested that there be a table for this Committee.

Neighborhood Association Reports-

Out from Committee Members

- a. **See Chart in Packet** It was noted that this would be the first month that all the Neighborhood Associations resume meeting regularly.

March 11th Work Session Recommended Action Items

- a. **Community Engagement Framework Work Session ~ Go through input/recommendations from Members & start building methods on how this Committee can communicate in a more systematic way. Please Refer to Attachment.**
- The CDEC discussed what their framework should look like. Tammy Kunz shared that the additional definitions were included because persons in the community asked what the CDEC does. She feels that the CDEC should focus on the community. She would like to develop a flyer or something tangible for people to learn about this Committee.
- Chair Rodick shared that the communications piece needs to be tackled by the CDEC.
- Discussion ensued on what the community wants to see and that they don't want this to turn into a Diversity Engagement and Inclusion (DEI) Committee but rather to have a holistic viewpoint to cover more than one area. Council President Starr shared that this was a reason to better communicate the CDEC's goal and value to the community.
- Councilor Reid asked that the CDEC keep in mind the audience and to breakdown the short- and long-term goals.
- Chair Rodick commented on how to communicate better and more timely to bring in more people.
- Council President Starr commented that running tasks through a framework was important to better plan and engage the community.
- Chair Rodick would draft the framework and incorporate Ms. Kunz's suggestions. She suggested asking what communication modes the public uses.
- Stephanie Cross provided a list of questions for the Equity Lens.
- b. **Minutes from the March 11th City Council Work Session with the Community Diversity Engagement Committee** There was no discussion.

- c. CDEC Application Questions and Rubric (attached) ~ Re-visit** Item was discussed out of order because there were several members of the Volunteer Coordinating Committee (VCC) present and may want to speak on this topic. Councilor Reid invited input from the VCC members and stated that the application and rubric were a pilot idea.

Chair Rodick summarized the questions and objections for the questions. She said that the VCC would make recommendations to Council for the CDEC Members.

Corri Falardeau, Chair of the VCC, Keizer, shared that the CDEC's application covers all the questions she would ask and asked if an interview was necessary. She inquired about being uncomfortable asking follow-up questions and how to ask them without offending candidates.

Councilor Reid answered by stating that although there would be a redundancy of questions by asking candidates to talk about some of the highlights, the interviews give the members a better sense of the persons.

Council President Starr asked why the same process wasn't provided for everyone in order to be equitable. She suggested that they be very thoughtful about the process since they're not having the same process for all committees.

Ms. Falardeau suggested adding language in the Guidelines about do's and don'ts with the interview questions.

Councilor Reid asked about having all committees choose five questions to ask.

Jane Herb, VCC member, stated that it would be helpful to have the background information for other Committees to help guide them in the interviews.

Leslie Risewick, VCC member, shared that having an application with questions designed for each committee would be helpful when interviewing.

City Manager Adam Brown commented on some questions that shouldn't be asked and could be prepared by staff. Ms. Herb noted that the VCC has a list of questions.

Mr. Falardeau suggested that if a candidate wanted to serve on multiple committees, that those committee questions populate on the application or for there to be an attachment for each Committee.

Ms. Cross commented that the VCC would have an unbiased view of the candidates.

Chair Rodick stated that the interviews would be a lot more equitable and transparent.

It was noted that the rubric would be completed by the VCC.

Ms. Herb commented that the rubric would be great to take notes.

Ms. Falardeau commented that the rubric and scoring would take a lot of time, especially if there's a lot of turnover for the CDEC.

Councilor Daniel Kohler commented that this Committee was originally set up to bring all people in to engage the community and suggested bringing back the focus of this Committee. He said that he has interviewed four persons who don't want anything to do with a DEI type of Committee. Chair Rodick clarified that the CDEC Resolution sets out the objective of this Committee and includes community engagement.

Chair Rodick asked about parring down the questions if interviewing CDEC candidates becomes a more frequent process.

Council President Starr asked about the proposed process once it gets approved by the City Council. She has heard that there needs to be a revamp of the volunteer application and questions in general and applications would be needed for each Committee. There would then be training on the use of the rubric, grading, and another joint conversation between the CDEC and VCC.

Ms. Falardeau confirmed that if this was the process, the VCC members wanted to be clear on the process in an effort not to make mistakes. She planned on bringing back what they've learned to the VCC and envisions kicking off the process in December or January.

Council President Starr encouraged the CDEC to attend the VCC meeting.

Ms. Falardeau commented that she appreciates the freedom to ask questions while being inclusive.

Ms. Herb wanted to see someone from all of the Committees, at least all of the Chairs.

It was suggested that each Committee review the questions before finalization.

Councilor Reid clarified what would be included in the September 23rd packet: there would be the CDEC application questions and rubric, the pool of questions list, possible suggested questions by the Chairs, the current Volunteer Applications, and draft Minutes from the September 5th CDEC

meeting.

It was suggested that when the packet was published to suggest listening to the September 5th recording of the CDEC meeting.

Ms. Herb suggested asking for 5 or 10 questions from each of the chairs. Chair Rodick commented that the process and questions shouldn't be rushed.

It was noted that the September 23rd Work Session was scheduled to hear the unified voice. Chair Rodick shared that the Mayor would like to see consistency across all boards.

Other Business/Staff Liaison Report

a. Recommended Keizer Public Art Policy Submitted by Tammy Kunz

Tammy Kunz asked for this proposed Keizer Public Art Policy to go to all of the Committees. The Public Arts Commission asked for a proposal for public art to be displayed in the parks.

Councilor Reid recommended that this proposed policy be digested by the Arts Commission. She commented that this looked like the beginning of a very lengthy process, and it was too soon for this Committee to review it.

Adjourn ~ Next Meeting: September 23rd (Monday) - Joint Meeting with the City Council

Meeting adjourned: 7:28 p.m.

Minutes approved: _____

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE APPLICATION



Name:
Last First Middle

Date:

Address:

City/ State/Zip:

Telephone No.: Home Work Cell/Mobile

E-Mail Address:

Present Occupation:

Keizer Resident: ? ☐ No ☐ Yes – since year:

1. Please provide personal, professional, and volunteer background or perspective you would bring to the efforts of promoting community engagement, diversity, and inclusion, to the committee:

2. How do you describe community engagement, diversity, equity, inclusion, and justice?

3. Please provide an example of a time you worked with someone with a different background or viewpoint. What was the outcome and how did you contribute to it?

4. What do you envision for Keizer in the future related to community engagement?

5. What do you hope the committee will accomplish? What specific ideas do you hope to implement during your time on the Committee?

Signature:

Date:

For office use only:

Please return this form to:

Date Received:	Deputy City Recorder's Office 930 Chemawa Rd NE Keizer, OR 97303 503-856-3418 503-393-9437 (FAX) wilsond@keizer.org
Date Considered:	
Action by Council:	
Term Expires:	

Keizer Application Questions & Scoring Rubric for the Community Diversity Engagement Committee (CDEC)



Name: _____

Selected Position: CDE Committee

Interviewer's Name: _____ Date: _____

Numeric Scoring Guide:

- 1 = Responses were too vague and/or didn't answer questions.
- 2 = Answered the questions with general concepts or examples.
- 3 = Outstanding, thoughtful response with specific and relevant examples

The numeric score should take into consideration the applicants for the work of the CDEC. Responses should be appropriate within the context of the committee work and should highlight personal strengths and qualities for the CDEC.

Interviewer Comments Guide: Please use the space provided to give specific feedback to the Volunteer Coordinating Committee.

PART 1 – Interview Questions:

1. Please provide personal, professional, and volunteer background or perspective you would bring to the efforts of promoting community engagement, diversity, and inclusion, to the committee. Did applicant provide specific examples in their answers?

Circle Numeric Score: 1 2 3 Interviewer Comments

2. How do you describe community engagement, diversity, equity, inclusion, and justice? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant specifically explain their answer?):

3. Please provide an example of a time you worked with someone with a different background or viewpoint. What was the outcome and how did you contribute to it? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant provide clear example and explain the outcome and their contributions?):

4. What do you envision for Keizer in the future related to community diversity engagement?

Circle Numeric Score: 1 2 3 Interviewer Comments (Did the applicant demonstrate inclusion and have a vision for a more inclusive Keizer?)

5. What do you hope the committee will accomplish? What specific ideas do you hope to implement during your time on the Committee? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant answer both questions?)

Score: _____/15

PART 2 – Skills:

Demonstrated knowledge and understanding of CDEC role and requirements

Shared information about personal skills/experience to demonstrate qualification for committee

Demonstrated through stories self-awareness of personal experiences

PART 3 – Interviewer Comments:

Please write additional feedback that you believe will help the council in their decision-making. For example, if you had a recommendation as to why you rated them as you did.

Thank you for sharing your time and expertise!

Volunteer Application Volunteer Application Form

This online form is intended to provide the City with contact information and to learn about your background and interests as a potential member of a city advisory board or commission. Thank you for your interest in serving the City of Keizer! Please read the following waiver:

I have completed the questions below and, to the best of my knowledge, what has been stated is true. If appointed to a volunteer position, I agree to serve without reimbursement of any kind and with the understanding and agreement that medical insurance is not provided by the City of Keizer. Volunteers for the City of Keizer are covered under the City's liability insurance and workers' compensation program. As a volunteer applicant, I understand that I may be subject to a criminal records check. I further understand the irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time.

By submitting this application you acknowledge that you have read the waiver and authorize the City of Keizer to run a criminal background check if required.

***** Planning Commission & Budget Committee Members:** Please NOTE that State statute prohibits Budget Committee members from concurrently serving on the Planning Commission. ***

Formulario de solicitud de voluntariado

Este formulario en línea tiene la intención de proporcionar a la Ciudad información de contacto y conocer sus antecedentes e intereses como posible miembro de una junta o comisión asesora de la ciudad. ¡Gracias por su interés en servir a la ciudad de Keizer! Por favor, lea la siguiente renuncia:

He completado las preguntas a continuación y, hasta donde yo sé, lo que se ha dicho es cierto. Si me nombran para un puesto voluntario, acepto servir sin reembolso de ningún tipo y con el entendimiento y acuerdo de que la Ciudad de Keizer no proporciona seguro médico. Los voluntarios de la ciudad de Keizer están cubiertos por el seguro de responsabilidad civil y el programa de compensación para trabajadores de la ciudad. Como solicitante voluntario, entiendo que puedo estar sujeto a una verificación de antecedentes penales.

Al enviar esta solicitud, usted reconoce que ha leído la exención y autoriza a la Ciudad de Keizer a realizar una verificación de antecedentes penales si es necesario.

*****Miembros de la Comisión de Planificación y del Comité de Presupuesto:** Tenga en cuenta que el estatuto estatal prohíbe que los miembros del Comité de Presupuesto sirvan simultáneamente en la Comisión de Planificación.***

*First and Last Name (Nombre y Apellidos)

*Email Address (Dirección de correo electrónico)

*Phone (Teléfono)

*Address (Dirección)

*City (Ciudad)

Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés)

Budget Committee (Comité de Presupuesto)

☐

Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)

☐

Planning Commission (Comisión de Planificación)

☐

Public Art Commission (Comisión de Arte Público)

☐☐

Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones)

Other (Otra)

If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?)

*Days and times of week available (Días y horas de la semana disponibles)

*Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades)

*How many hours a month are you available? (¿Cuántas horas al mes estás disponible?)

*Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir)

*I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados)

☐ Yes

☐ No

*Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?)

☐ Yes

☐ No

Education Background (Antecedentes educativos)

*High School (escuela secundaria)

*Graduate or GED (Posgrado o GED)

College (universidad)

Degree (Título universitario)

Personal Reference (Referencia personal)

*Name (Nombre)

*Address (Dirección)

*Phone (Número de teléfono)

Current Place of Employment (Lugar de empleo actual)

Employer's Name (Nombre del empleado)

Employer's Address (Dirección del empleado)

Employer's Phone (Teléfono del empleador)

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?)

☐ Yes

☐ No

Previous Volunteer Experience (Experiencia previa de voluntariado)

Volunteer Agency (Agencia de voluntariado)

Address (Dirección)

Phone (Número de teléfono)

Duties (Deberes)

☐

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)

Youth Councilor/Youth Committee Liaison

Youth Councilor

Each school year one youth Councilor may be appointed as a non-voting member of the Council. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

Consejero de la Juventud

Cada año escolar, se podrá designar a un Consejero de la Juventud como miembro sin derecho a voto del Consejo. Para recibir este nombramiento, el candidato debe ser residente de Keizer y estar asistiendo a la escuela secundaria o ser un estudiante registrado que recibe educación en el hogar. El nombramiento se realizará por mayoría de votos de los Consejeros presentes, siguiendo una recomendación del Comité Coordinador de Voluntarios.

Youth Councilor

- Will be selected during the 10th or 11th Grade year and serve during the 11th or 12th Grade year. Students must be between the ages of 15 and 18, except where specified by resolution or ordinance.
- Term of office will be generally from 9/1 through 5/30.
- Will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged.
- Will be responsible for managing schedules of Pages and overseeing the Page program.
- Will be urged to recruit candidates to fill their position near the end of the school year.

The application may be filled out electronically. Applications are also available at Keizer Civic Center – City Hall located at 930 Chemawa Road NE, Keizer, or you can request an application be mailed to you by calling City Hall at [\(503\) 390-3700](tel:5033903700).

For additional information on this volunteer position, please contact [Dawn Wilson](#), Deputy City Recorder at [\(503\) 856-3418](tel:5038563418). To apply, [click here](#).

Consejero de la Juventud

- Será seleccionado durante el 10.º o 11.º grado y servirá durante el 11.º o 12.º grado. Los estudiantes deben tener entre 15 y 18 años, excepto cuando se especifique por resolución u ordenanza.
- El mandato será generalmente del 1 de septiembre al 30 de mayo.
- Se le exigirá que asista a las reuniones del Consejo los lunes por la noche y al menos a una reunión adicional por mes con un Consejero (es decir, observación del trabajo). Las sesiones de trabajo son opcionales pero muy recomendadas.

- Será responsable de administrar los horarios de los Pajes y supervisar el programa de Pajes.
- Se le instará a reclutar candidatos para cubrir su puesto cerca del final del año escolar.

La solicitud se puede completar electrónicamente. Las solicitudes también están disponibles en Keizer Civic Center – City Hall ubicado en 930 Chemawa Road NE, Keizer, o puede solicitar que se le envíe una solicitud por correo llamando al City Hall al (503) 390-3700.

Para obtener información adicional sobre este puesto de voluntario, comuníquese con Dawn Wilson, registradora municipal adjunta, al (503) 856-3418. Para postularse, [haga clic aquí](#).

Youth Committee Liaison

Each school year one youth Liaison may be appointed as a non-voting member to any City Board, Committee, or Commission. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

Enlace del Comité de Jóvenes

Cada año escolar, se puede designar un Enlace de Jóvenes como miembro sin derecho a voto en cualquier Junta, Comité o Comisión de la Ciudad. Para recibir este nombramiento, el candidato debe ser un residente de Keizer que asista a la escuela secundaria o un estudiante registrado que recibe educación en el hogar. El nombramiento se realizará por mayoría de votos de los concejales presentes, siguiendo una recomendación del Comité Coordinador de Voluntarios.

Youth Committee Liaison

- Students must be between the ages of 15 and 18, except where specified by resolution or ordinance.
- Will attend committee meetings of the group for which they are liaison.
- Will share information from committee meetings with the Youth Council.
- Will be urged to recruit candidates to fill their position near the end of the school year.
- Term of office will be generally from 9/1 through 5/30.

Enlace del Comité de Jóvenes

- Los estudiantes deben tener entre 15 y 18 años, excepto cuando se especifique por resolución u ordenanza.
- Asistirán a las reuniones del comité del grupo para el cual son enlaces.
- Compartirán información de las reuniones del comité con el Consejo de Jóvenes.
- Se les instará a reclutar candidatos para cubrir su puesto cerca del final del año escolar.
- El mandato durará generalmente del 1 de septiembre al 30 de mayo.

The application may be filled out electronically. Applications are also available at Keizer Civic Center – City Hall located at 930 Chemawa Road NE, Keizer, or you can request an application be mailed to you by calling City Hall at [\(503\) 390-3700](tel:5033903700).

For additional information on this volunteer position, please contact [Dawn Wilson](#), Deputy City Recorder at [\(503\) 856-3418](tel:5038563418). To apply, [click here](#).

La solicitud se puede completar electrónicamente. Las solicitudes también están disponibles en el Centro Cívico Keizer – Ayuntamiento ubicado en 930 Chemawa Road NE, Keizer, o puede solicitar que se le envíe una solicitud por correo llamando al Ayuntamiento al (503) 390-3700.

Para obtener información adicional sobre este puesto de voluntario, comuníquese con Dawn Wilson, Registradora Adjunta de la Ciudad al (503) 856-3418. Para presentar una solicitud, [haga clic aquí](#).

Youth Committee Liaison – Application

Youth Committee Liaison Application Form

Each school year a Youth Liaison may be appointed as a non-voting member to any City Board, Committee, or Commission. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

Cada año escolar, se podrá designar a un Enlace Juvenil como miembro sin derecho a voto en cualquier Junta, Comité o Comisión de la Ciudad. Para recibir este nombramiento, el candidato debe ser residente de Keizer que asista a la escuela secundaria o un estudiante registrado que reciba educación en el hogar. El nombramiento se realizará por mayoría de votos de los concejales presentes, siguiendo una recomendación del Comité Coordinador de Voluntarios.

Youth Committee Liaison

- Will be open to all age groups.
- Will attend committee meetings of the group for which they are liaison.
- Will share information from committee meetings with the Youth Council.
- Will be urged to recruit candidates to fill their position near the end of the school year.

Enlace del Comité de Jóvenes

- Estará abierto a todos los grupos de edad.
- Asistirá a las reuniones del comité del grupo para el cual es enlace.
- Compartirá información de las reuniones del comité con el Consejo de Jóvenes.

- Se le instará a reclutar candidatos para cubrir su puesto cerca del final del año escolar.

*First and Last Name (Nombre y apellido)

*Phone (Teléfono)

*Address (DIRECCIÓN)

*City, State and Zip Code (Ciudad, estado y código postal)

*Email Address (Dirección de correo electrónico)

*Please write a brief narrative describing your interest, qualifications and what you hope to accomplish in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.) [Escriba una breve descripción de sus intereses, sus cualificaciones y lo que espera lograr en este puesto. Incluya las habilidades, la experiencia y los conocimientos que aportaría a este puesto de voluntario. (No dude en adjuntar una carta de presentación, un currículum vitae u otra información útil.)]

*Personal Reference (Referencia personal)

Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties (Experiencia previa como voluntario: Nombre y dirección de la agencia de voluntariado y sus funciones)

*I understand that I will be required to attend scheduled committee/commission meetings. All meetings meet at 6:00 p.m. Select committee preference. (Entiendo que se me exigirá que asista a las reuniones programadas de los comités o comisiones. Todas las reuniones se celebran a las 6:00 p. m. Seleccione la preferencia del comité.)

- ☐ Arts Commission (3rd Tuesday, Bi-Monthly)
- ☐ Parks Advisory Board (2nd Tuesday, Monthly)
- ☐ Traffic Safety/Bikeways (3rd Thursday, Monthly)
- ☐ Planning Commission (2nd Wednesday, Monthly)



***I understand the time commitment and duties involved for the position I am seeking. (Entiendo el compromiso de tiempo y los deberes que implica el puesto que estoy buscando.)**

***AUTHORIZATION WAIVER:** I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed to a volunteer position, I agree to serve without reimbursement of any kind and with the understanding and agreement that medical insurance is not provided by the City of Keizer. Volunteers for the City of Keizer are covered under the city's liability insurance and workers compensation program. As a volunteer applicant, I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time. Please type your signature below. (EXENCIÓN DE AUTORIZACIÓN: He completado las preguntas anteriores y, hasta donde sé, lo que se ha dicho es cierto. Si me designan para un puesto de voluntario, acepto prestar mis servicios sin reembolso de ningún tipo y con el entendimiento y el acuerdo de que la ciudad de Keizer no proporciona seguro médico. Los voluntarios de la ciudad de Keizer están cubiertos por el seguro de responsabilidad civil y el programa de compensación para trabajadores de la ciudad. Como solicitante voluntario, comprendo que puedo estar sujeto a una verificación de antecedentes penales. Además, comprendo que, independientemente de cualquier verificación de antecedentes penales, la ciudad de Keizer puede rechazar mi solicitud de voluntariado o mis servicios voluntarios en cualquier momento. Escriba su firma a continuación.)

Typed name will be considered a signature (El nombre escrito será considerado como una firma.)

Signature of Parent/Guardian (Firma del padre / tutor)

Typed name will be considered a signature (El nombre escrito será considerado como una firma.)

Reference Letter (Optional) [Carta de referencia (opcional)]

Resume (Optional) [Currículum (opcional)]

Submit

Youth Councilor – Application

Youth Councilor

The Youth Councilor position is available to sophomore or junior year students who will serve during their junior/senior year respectively. For non-traditional students, selection will be during a school year in which he/she turns 16/17 for service during the school year in which the student turns 17/18. Term of office will be 9/1 to 6/15.

El puesto de Consejero Juvenil está disponible para estudiantes de segundo o tercer año que prestarán servicios durante su tercer o cuarto año respectivamente. Para los estudiantes no tradicionales, la selección será durante el año escolar en el que cumpla 16/17 años para prestar servicios durante el año escolar en el que el estudiante cumpla 17/18 años. El mandato será del 1 de septiembre al 15 de junio.

*First and Last Name (Nombre y apellido)

*Phone (Teléfono)

*Address (DIRECCIÓN)

*City, State and Zip Code (Ciudad, estado y código postal)

*Email Address (Dirección de correo electrónico)

*Please write a brief narrative describing your interest, qualifications and what you hope to accomplish in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.) [Escriba una breve descripción de sus intereses, sus cualificaciones y lo que espera lograr en este puesto. Incluya las habilidades, la experiencia y los conocimientos que aportaría a este puesto de voluntario. (No dude en adjuntar una carta de presentación, un currículum vitae u otra información útil.)]

Personal Reference - Please attach a letter of recommendation from a teacher or community leader. (Referencia personal: adjunte una carta de recomendación de un maestro o líder comunitario.)

Current Place of Employment: Employer's Name, address & phone and your position. (Lugar de trabajo actual: Nombre, dirección y teléfono del empleador y su puesto.)

Previous Volunteer Experience: Name & address of Volunteer Agency and your duties. (Experiencia voluntaria previa: Nombre y dirección de la agencia de voluntariado y sus funciones.)

*I understand that I will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged. (Entiendo que se me exigirá que asista a las reuniones del Consejo los lunes por la noche y al menos a una reunión adicional por mes con un Concejal (es decir, observación del trabajo). Las sesiones de trabajo son opcionales, pero se recomiendan encarecidamente.)

☐ Yes (Si)

☐ No (No)

I understand the time commitment and duties involved for the position I am seeking. (Entiendo el compromiso de tiempo y los deberes que implica el puesto que estoy buscando.)

☐ Yes (Si)

☐ No (No)

*AUTHORIZATION WAIVER: I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed to a volunteer position, I agree to serve without reimbursement of any kind and with the understanding and agreement that medical insurance is not provided by the City of Keizer. Volunteers for the City of Keizer are covered under the city's liability insurance and workers compensation program. As a volunteer applicant, I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time. Please type your signature below. (EXENCIÓN DE AUTORIZACIÓN: He completado las preguntas anteriores y, hasta donde sé, lo que se ha dicho es cierto. Si me designan para un puesto de voluntario, acepto prestar mis servicios sin reembolso de ningún tipo y con el entendimiento y el acuerdo de que la ciudad de Keizer no proporciona seguro médico. Los voluntarios de la ciudad de Keizer están cubiertos por el seguro de responsabilidad civil y el programa de compensación para trabajadores de la ciudad. Como solicitante voluntario, comprendo que puedo estar sujeto a una verificación de antecedentes penales. Además, comprendo que, independientemente de cualquier verificación de antecedentes penales, la ciudad de Keizer puede rechazar mi solicitud de voluntariado o mis servicios voluntarios en cualquier momento. Escriba su firma a continuación.)

Typed name will be considered a signature (El nombre escrito será considerado como una firma)

Signature of Parent/Guardian (Firma del padre / tutor)

Typed name will be considered a signature (El nombre escrito será considerado como una firma)

Reference Letter (Carta de referencia)

Resume (Reanudar)

Additional Attachments (Archivos adjuntos adicionales)

Submit



GUIDELINES

for Volunteer Coordinating Committee

Interviewing Board, Commission and Committee Applicants

Beginning of Meeting

The Chair of the Volunteer Coordinating Committee will review the voting process with the applicants.

Applicant Presentation

Each applicant will be allowed five minutes to give an oral presentation highlighting their qualifications and background for the position they are seeking.

Questions

The Volunteer Coordinating Committee may then ask questions of the applicants. Questions from the Committee are not included in the five minute time limit. Volunteer Coordinating Committee members should come prepared with questions. The Chair will ensure committee members take turns and that each committee member is able to ask at least one question. To ensure fairness and help diminish bias, the same questions should be asked of each candidate interviewing for the same position.

Appropriate questions from committee members are those specific to the applicant's experience and their philosophies related to the volunteer position they are applying for, their communication style, their interest in Keizer, etc. ***A list of appropriate questions are provided on page 2.***

Keep Your Questions Legal

It is the responsibility of the interview panel and staff to ensure that the questions asked are legal. As such, the questions you ask must avoid topics that are inappropriate due to Oregon or Federal law, such as: age, race, sexual orientation, religion, national origin, disability, height & weight, current pay or financial status, citizenship, family status, whether they've been arrested. It is possible that applicants will choose to share information, such as family status and that is fine if they voluntarily provide it, but it is not required and should not be requested, nor should there be any follow-up questions on those topics.

Awareness – Committee members and staff have a responsibility, and as such, are encouraged, to speak up on inappropriate questions. You can suggest that we'd like to retract the question and offer another question or rephrase the question so that it doesn't pertain to the above topics. Be sure not to include your personal opinions in questions.

Please review the Reference Tool for Interview Panel Members on page 3 for do's and don'ts.

Sample Interview Questions

- Please share any special training, skills or experience pertinent to this volunteer position.
- Please tell us what you love about Keizer.
- How are you invested in the city of Keizer?
- The [name of board, commission, committee] requires a significant time investment. There is a substantial amount of reading and preparation for meetings, as well as an evening meeting once a month. Do you have any questions about this time commitment? Do you understand and are you able to meet the time commitments of this volunteer position?
- Meetings are held once a month in the evenings. Are you able to commit to attending the meetings?
- Please share your experience working with a diverse set of people.
- How would you, as a board, commission or committee member, support the City's commitment to the values of justice, equity, diversity and inclusion?
- Tell us about a time that you worked as a member of a team.
- Tell us about a time that someone criticized you and how did you respond?
- Please describe a time that you had to resolve a conflict with a teammate.
- Please describe how you make difficult decisions when there are competing interests.
- What type of approach to solving problems seems to work best for you? Please give us an example of a time when you solved a tough problem.
- When analyzing a situation, how far in the past, present, and future do you consider?
- Please describe in specific terms, how you have contributed on a team.
- What, in your experience, motivates your best and most successful performance? Please give us an example of this motivation in action.
- What are your areas of interest in regards to participating on this committee/ board/ commission?
- Why did you apply for a position on the [name of board, commission, committee]?
- After reviewing the information about the [name of board, commission, committee], how does your past experience relate?



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Reference Tool for Interview Panel Membersⁱ

Interviewer Do's and Don'ts

Do

- Create a comfortable atmosphere
- Let the applicant do most of the talking
- Question objectively
- Listen Attentively

Don't

- Have inappropriate non-verbal communication (e.g. facial expressions, doodling, reviewing other non-interview documents, phone, clock, not paying attention)
- Evaluate with bias

Halo Effect: Allow internal ratings of one question to influence the ratings of the other questions

Similar Bias: Giving higher-than-deserved internal ratings to applicants who appear similar to the interviewer. People have a natural tendency to prefer others who are similar in various ways to them; sometimes this starts with the reading of an application or resume'.

Rater Bias: Allows certain personalities or prejudices to interfere with being able to evaluate fairly the applicant's performance.

Contrast Bias: Based on how well the other applicants did; comparing them to each other rather than comparing each applicant to the volunteer position.

First Impression: Interviewers tend to make rapid decisions about qualifications of an applicant within a few minutes of an interview based on minimal information or before interview questions are answered.

Pressure to Nominate: Pressure to place an applicant in the position becomes more important than placing the right person in the position.

Stereotype: Interviewer has an image of how a person should look for this position.

ⁱ This document was originally created by City County Insurance Services and tailored by City staff for applicable use by volunteer members of the City's boards, commissions and committees.