**Date Adopted:** July 9,2021  **Working Instruction Number**:

2021-15

**CITY OF AURORA, COLORADO**

**VETERANS AFFAIRS COMMISSION (VAC)**

**MASTER CANDIDATE INTERVIEW QUESTIONS**

**1. Purpose**: This Working Instruction establishes standard questions for VAC applicant interviews and background checks.

**2. Definitions:**

 a. Applicant: An individual who has applied to serve on the Commission and who has been screened by the City Clerks office and forward for Commission action.

 b. Candidate: An applicant who has been interviewed by the VAC and who has been recommended for approval to City Council.

**3. Requirement:** All applicants willbe interviewed according to VAC bylaws using the questions in this Working Instruction (Atch 1).

**4. Procedures:** Each interview/board will Consist of at least two Commissioners. Names of interviewers are included

**Attachment**

1. Interview Record

**Attachment 1**

**Interview Record**

Applicant Name:

Interview Date and Time:

Interview Panel

(Mandatory) Commissioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Mandatory) Commissioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commissioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commissioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:

1. Introduce the interview panel

2. Advise the applicant that the interview is scheduled for 60 minutes and the panel has 19 questions and time will be allotted for the applicant to ask questions.

**Honesty**

[ ] 1. What is your definition of honesty?

[ ] 2. Tell us about a time when your honesty was challenged. What was the situation, what did you do and why?

**Integrity**

[ ] 3. What is your definition of integrity?

[ ] 4. Tell us about a time when your integrity was challenged. What was the situation, what did you do and why?

**Commitment**

[ ] 5. Tell us about a time when you made a commitment but were unable to fulfill that commitment. What was the commitment, what did you do, why?

**Accountability**

[ ] 6. What is your definition of accountability?

[ ] 7. Tell us about a time when you held yourself accountable for a failure. What was the situation, what did you do and why?

**Diversity and Conflict**

[ ] 8. How do you deal with conflict when the person is different than you?

[ ] 9. In the event of a disagreement with a Commissioner, how would you approach the situation?

**Time Available**

[ ] 10. In addition to monthly 90-minute meetings, you will be asked to devote 2-4 hours a week working on one or more projects or participating in an activity such as a stand down. Do you have the time to devote to the Commission and its mission?

**Most Challenging Individual**

[ ] 11. Tell, us about the most challenging individual in a work setting you have known and how you established a working relationship with them.

**Commission Awareness, Roles and Suitability**

[ ] 12. What is your understanding of the role of the VAC?

[ ] 13. What are the reasons why you would like to join the VAC?

[ ] 14. What makes you suited for this kind of role?

[ ] 15. Tell us about a time when you managed or had a leadership role in fundraiser – what was your role, what would you do differently and what was the outcome of the event?

[ ] 16. What are some of the issues you see affecting Veterans these days and how would you address the issues?

[ ] 17. Which Microsoft Office applications have you used and are you a novice, experienced or expert? Which web conferencing software have you used and are you a user or administrator?

**Most Proud of Accomplishment**

[ ] 18. Looking back on your personal and professional life, what is the one thing you are most proud of?

**Closing**

[ ] 19. Is there anything else you’d like us to know about you? If so, what?

**SOCIAL MEDIA CHECKS**

Facebook Check

Linkedin Check

**REFERENCES CHECK**

Reference Name:

Interview Date and Time:

1. What is your relationship to XXX?

2. How long have you known XXX?

3. Serving on the VAC requires commissioners to be able to work well with others, deal with conflict, speak to the public and be engaged in the projects that the commission has decided to pursue. Please address XXX’s:

 a. ability to work with others

 b. ability to compromise

 c. ability to deal with conflict

 d. speak to large and small groups

 e. have the time and energy to be involved beyond attending meetings

4. Being a volunteer with the City requires the utmost integrity. Please address XXX’s values and how he/she has demonstrated those values.

5. One of two questions, depends on the relationship with the candidate.

 a. If a previous supervisor or peer or subordinate: *Would you rehire XXX – why/why not?*

 b. If any other relationship: *Would you hire XXX to serve as a City employee – why/why not?*

6. What have I not asked you about that I should know about XXX?

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Interview Date and Time:

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