***Rutlan TA Preliminary Interview Questions***

1) Please tell us a little bit about yourself, and why have you decided to apply for the Town Administrator position with the Town of Rutland?

2) How would your staff and colleagues describe your leadership style? Give us examples to support your answer

3) There are several Boards/Committees in Town that do not report directly to the TA/BOS, how do you work with these bodies/individuals in order to ensure mutual success?

4) What is your direct experience with human resource matters, such as hiring, terminating, discipline and collective bargaining? What are your viewpoints regarding performance evaluations?

5) How would you describe your approach to the role of town administrator? How would you measure your own success, and what healthful indicators would you be looking for to let you know you’re heading in the right direction?

6) Explain to the group a time when a team you managed achieved success? What were the key ingredients? Conversely, please describe a time where a team you managed did *not* achieve success? What were the points of failure, and what did you learn?

7) I hope that you have studied Rutland and what makes us Rutland. What have you done thus far to learn about our community, and what would be one of the first things that you would do if you were to join the Paxton team?

8) In your most recent position, how do you feel that you’ve moved your department (or town) forward? What imprint do you feel that you specifically stamped because of your presence?

9) If you were offered the position of Town Administrator, what would your first week in the position look like and who would be the first person that you would want to talk to?