



**FOR USE BY THE BOARD OF SUPERVISORS
PROPOSED PROCESS**

**AUDITOR-CONTROLLER INTERVIEWS
NOVEMBER 2, 2021**

PROPOSED PROCESS:

1. Chairman Ray Haupt introduces Board and Staff and explains process of interview as follows:
 - a. The County Administrator recommends the use of 7 questions with 35 minutes allocated for the interview. However, additional time is allowable for any clarifying questions or additional questions posed by the Board. Clarifying questions by the Board of Supervisors are encouraged and may be asked throughout the interview. The Board of Supervisors will jointly decide which questions to ask.
 - b. During the interviews, the Board of Supervisors may take notes.
 - c. Upon conclusion of the interviews, the Board of Supervisors will hold a discussion regarding the selection of the Siskiyou County Auditor-Controller. The candidate's submitted documentation, interview responses, and any supplemental documents received by the Board of Supervisors will be considered. The Board of Supervisors may decide to consider offering the candidate the appointment to fill the Auditor-Controller vacancy, conditioned on the candidate's satisfactory completion of a background investigation conducted by the County Administrator and reviewed by the Board of Supervisors or the Board may choose to close the interview process and open a new recruitment.
 - d. Once the candidate has interviewed, the candidate may choose to remain in the chambers, during the Board discussion and decision segment of this process.
 - e. Does the candidate have any questions regarding the process before we begin the interviews?
2. The interview will begin immediately following the process discussion.