

November 25, 2008

Record of Interview for Consideration of Employment  
Chief Finance Officer – Town of Smithville

Applicant \_\_\_\_\_ Interviewer \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

1. Are you familiar with the requirements for this position? Please describe your qualifications; computer skills; software programs you are familiar with; and other training and your past work experience.

COMMENTS \_\_\_\_\_

2. Why do you want this position?

COMMENTS \_\_\_\_\_

3. This position is also the tax collector & treasurer for the Town. Please tell us what experience you have with respect to these two positions.

COMMENTS \_\_\_\_\_

4. Please give two positive aspects about yourself and two things about yourself that you would like to change.

COMMENTS \_\_\_\_\_

5. The Finance Director's position requires finance committee reports, annual budget preparation and attendance at the Finance Committee meetings and occasionally the Town Council meetings. Could you please tell what experience you have in these areas if any?

COMMENTS \_\_\_\_\_

6. The Town's current annual budget is approximately \$11 million dollars. What do you feel is an appropriate level of undesignated fund balance and why?

COMMENTS \_\_\_\_\_

7. Please explain why confidentiality of information you may handle would be important in this job?

COMMENTS \_\_\_\_\_

8. A taxpayer at the window becomes very irritated with a clerk concerning a past due payment on a tax lien, resulting in a loud discussion. When and how would you intervene in the discussion? What guidelines would you give the clerks for handling difficult clients?

COMMENTS \_\_\_\_\_

9. Being a team player is important in the Finance Director's position. Please give us examples of how you have been a team player.

COMMENTS \_\_\_\_\_

10. What is your experience with investment of public funds? What would be your strategy for maximizing return while maintaining safety of excess municipal funds?

COMMENTS \_\_\_\_\_

11. Why did you leave your last place of employment?

COMMENTS \_\_\_\_\_

12. What is your expectation for salary? Are you comfortable with this amount?

COMMENTS \_\_\_\_\_

13. Within the last seven years, have you ever been convicted of a crime involving dishonesty, theft, attempted theft, violence, moral depravity, or the sale of drugs? If so, please explain the circumstances. Are you bondable? Please explain why the Town would not be at risk of theft or misappropriation of funds if we were to hire you?

COMMENTS \_\_\_\_\_

14. In order for you to be considered for this position, you must sign a release form allowing us to ask your former employer(s) and your current employer if you are offered the position, about your performance on the job, your competence, your attendance, any misconduct or discipline, and the reasons you left and also release your former employer(s) from any claims that arise from providing us with that information. Is that a problem?

COMMENTS \_\_\_\_\_

15. Is there anything else which you would like to add at this point or any final questions before the interview is finished?

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16 Please review the Town of Smithville's financial audit report for FY08 at our website located at [smithvillemaine.org](http://smithvillemaine.org). Once you have had an opportunity to review the report, please email a brief summary of your interpretation of this report and the most relevant information contained in it to [townmanager@smithvillemaine.org](mailto:townmanager@smithvillemaine.org)

**Have the applicant sign the Authorization for Release of Personnel Data Record Information.**