

**Personnel Committee
Personnel Meeting
Vergas Event Center
5:00 PM on Monday, September 20, 2021**

1. Interview
2. Personnel Policy

Table of Contents

1. Interview.....	3
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1. Interview

Files Attached

- LS Manager Interview questions.xlsx

	Liquor Store Manager Interview Panel Rating Sheet	
Applicants Name _____	Interview Panel Member Name _____	Date: 06/30/2021
ESSENTIAL/DESIRABLE CRITERIA	COMMENTS	RATING 1 = low. Minimally met or addressed 3 = Satisfactorily meet and addressed 5=high. Exceeded expectations
1. Tell us something about your work experience? What specific skills & talent would you bring to this position? *Job history/stability *Prior responsibility levels *Educational background		
2. Based on what you know about the position, what do you feel your need to become proficient in the position? Tell of an experience where your position changed and what you did to adapt and grow in the position? *Friendly, outgoing, positive attitude		
3. Tell us about a time when you had a major objective to achieve under a tight time constraint, lean budget and with fewer people than typically would support the goal? How did you overcome the challenges to achieve the necessary outcome? What was the measurable result(s)? *Ability to manage, allocate and leverage resources (people, time, money) *flexibility in handling imperfect scenarios		
4. What is your favorite technology and/or digital tool, and why? How has it supported your goals as a manager? *ever-evolving technology landscape, important to assess a manager's touchpoints in these areas.		

5. Whom have you promoted, and why? Do you have a process for mentoring and developing your employees? *people management, coaching and mentoring skills and the ability to respond to their teams' needs and goals.		
6. What makes you interested in this position and wanting to leave current position? *Discusses the positive aspects of the PD, position, people		
7. Communication Skills (Observation) *Expresses thoughts in clear and understandable manner *Good eye contact, body language, etc.. *Organization of thoughts *Activity listens, answers questions clearly		
8. Do you have any questions for us? *Interest in Liquor Store *Interest in position		
	Total Interview Score	
Review Salary and benefits		
Summary of next steps in the process		