

## **Interview Guide for Appointments to Planning commission, Community design Commission, Historic Design Commission, and Board of Adjustment**

### **How to Use this Guide**

- This guide is not intended to be prescriptive. Rather it is to be used by interviewing Council members as one part of the process for determining who the Council should appoint
- The column on the first page, Current Membership Composition Factors is to be completed by staff prior to the interviews
- Council members should feel free to modify or add to the questions shown on the last page

Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants

Non-Board Specific Criteria				Current Membership Composition/Factors	Comments in Support of criteria
<b>Age</b>	Similar to existing Board members	Moderately different than existing Board members	Significantly different than existing Board members	[#] 18-25 [#] 25-34 [#] 35-54 [#] Over 55	
<b>Race/Ethnicity</b>	Similar to existing Board members	Moderately different than existing Board members	Significantly different than existing Board members	[#] African American [#] American Indian/Alaskan Native Aleutian [#] Asian or Pacific Islander [#] Caucasian/Non-Hispanic [#] Hispanic [#] (Other, Unknown, Prefer not to Answer)	
<b>Gender Identification</b>	Similar to existing Board members	Moderately different from existing Board members	Significantly different from existing Board members	[#] Female [#] Male [#] Non-binary or third gender [#] Prefer to self-describe [#] Prefer not to say	
<b>Length of time in Chapel Hill</b>	0-3years	4-9 years	Greater than 10 years	[#]0-12 months [#] 1-3 years [#] 4-9 years [#] Greater than 10 years	
<b>Advisory Board Experience</b>	Little or No Experience	Non-Chapel Hill Board Experience	Chapel Hill Board Experience	NA	
<b>Caregiver for or identifies with a disability</b>	NA	No	Yes	NA	
<b>Other perspective applicant brings to the board (e.g., business, University or CHCCS, public Transit-dependent, commuter, or youth community, lived experience with challenges related to Board focus)</b>	NA	NA	NA	NA	

Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants

Community Design Commission Specific Criteria				Current Membership Factors	Comments in Support of criteria
<b>Design Field</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Architecture</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Landscape Design</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Horticulture</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>City Planning</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Green Design</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Place Making</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	

Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants

Planning Commission Specific Criteria				Current Membership Factors	Comments in Support of criteria
<b>Seat Match</b>	Not closely matched	Partially matched	Closely matched	<i>[Current Vacant position description]</i>	
<b>City Planning</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Design Field</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Environment</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Housing</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Transportation</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	

Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants

Board of Adjustment Specific Criteria				Current Membership Factors	Comments in Support of criteria
<b>City Planning</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	

Historic District Commission Specific Criteria				Current Membership Factors	Comments in Support of criteria
<b>History</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	
<b>Architecture</b>	Little special interest, experience, or education/ training	Some special interest, experience, or education/ training	Extensive special interest, experience, or education/ training	NA	

**Interview Questions:**

1. Why do you want to serve on this Board/Commission?
2. What do you hope to accomplish through your service on this Board/Commission?
3. What do you see as the key challenges that the Town has to address over the next few years?
4. What characteristics do you think a board member should possess?
5. Why do you feel that the Council should appoint you to this seat?
6. Are you familiar with the meeting schedule for this Board or Commission, and are you available to attend regularly scheduled meetings?

**Other Comments:**