

From: Roger Stancil
Sent: Monday, March 19, 2018 8:57 PM
To: Allen Buansi; Donna Bell; Hongbin Gu; Jeanne Brown; Jess Anderson; Karen Stegman; Town Council; Michael Parker; Nancy Oates; Pam Hemminger; Rachel Schaevitz; Roger Stancil; Ross Tompkins
Cc: Amy Harvey; Beth Vazquez; Carolyn Worsley; Catherine Lazorko; Christina Strauch; Dwight Bassett; Flo Miller; Mary Jane Nirdlinger; Rae Buckley; Ralph Karpinos; Ran Northam; Roger Stancil; Sabrina Oliver
Subject: Council Question: Item 9: Town Manager Assessment Center

Council Question: Will we need to make a decision at Wednesday's meeting on the particular three Council Committee members?

Staff Response: *The proposed resolution for this item includes spaces to name the three members. The Council, of course, could defer that decision to another date.*

Amy Harvey

From: Flo Miller
Sent: Monday, March 19, 2018 7:40 PM
To: Allen Buansi; Donna Bell; Hongbin Gu; Jess Anderson; Karen Stegman; Michael Parker; Nancy Oates; Pam Hemminger; Rachel Schaevitz; Town Council
Cc: Amy Harvey; Beth Vazquez; Catherine Lazorko; Christina Strauch; Ross Tompkins; Roger Stancil; Flo Miller; Jeanne Brown; Jim Huegerich; Mary Jane Nirdlinger; Sabrina Oliver; Ralph Karpinos; Carolyn Worsley; Stephen Straus (skstraus@developmentalassociates.com)
Subject: FW: Time commitment for assessors

Council Question: Regarding community members participation in the assessment process: What are the restrictions on making the two day time requirement more flexible which might aid in getting more diverse representation?

Response from Steve Straus follows:

With respect to the public involvement in the assessment center, I fully understand that a two-day commitment is a lot to ask and might be particularly challenging for some members of the community who would, otherwise, be interested and great to involve.

Let me begin my answer by explaining our schedule for assessors, as follows:

- They all will be asked to arrive at 8:45 a.m. on May 31. They will then participate in over three hours of training on the process including how to evaluate objectively (behavioral-based approach) and how to run the exercise they choose to participate in. The courts have made it clear that assessors **MUST** be adequately trained to ensure the assessment center process is fair and objective.
- The exercises begin at 12:30. Each team will see up to three candidates that afternoon - one every hour and a-half. This hour and a-half will include about 45 minutes of face time with the candidate and then team scoring which takes another 45 minutes.
- We will return the next morning at 8:30 and assess up to three more candidates per team, ending around 1:00.
- Each team then meets and share their results with the Council, which takes another couple of hours.
- There is really no downtime at all during these two days. In fact, it is not unusual for a team to run a little behind schedule.

One of the key challenges facing such a complex process is to ensure reliability; that is to say, we must be able to demonstrate that all of the candidates were scored consistently and objectively. IF we do not have the same team of assessors for ALL the candidates in EACH exercise, we would not be able to make that argument. Thus, if legally challenged, we would not be able to prove our process was fair to all candidates.

Please let me know if you or any Council members have any other questions about this matter.

Thanks!

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Stephen K. Straus, Ph.D.
Developmental Associates, LLC