

From: Michael Magda

Date: 5/29/2012 10:17:16 AM

To: Sam Iaquinto; Mark Stanlajczo; Michele Manning; William Wagner Jr; Deb Mozurkewich;
michaelmagda@hotmail.com

Subject: Application Process????

Sam,

My thoughts of the application process are:

1. First Round

Elected Officials review and pull applications for further review from the initial pool.

2. Second Round

- Oral interview

Questions by the Board in an open meeting

Question taken from a pool of questions submitted by Board

Candidate maybe given 1 point per Board member for every question answered correctly.

- Score Applications
- All application scored by Elected Officials using:

Master Degree or higher =5 points

BS= 3 points

AS=1 points

- Experience as a Twp./City Manager:

10+ years = 5 points

5-10 years = 3 points

0-5 years = 1 point

- Experience as manager in a non-governmental agency:

10+ years = 3 points

5-10 years = 2 points

0-5 years = 0 point

- Extra credits for experience in Grant writing, Labor negotiations, etc.

3 points

3. Third Round

- Oral interview

Questions by the Board in an open meeting

Question taken from a pool of questions submitted by Board

Candidate maybe given 1 point per Board member for every question answered correctly.

One member from the top five candidates, chosen by Board to become Twp. Manager

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*Magda Iaquinto
use this criteria
to rate candidates
5/1/12, moz*

6/12/2012

MAXIMUS Interview Sheet

Lead Interviewer : [insert Hiring Manager]

Title: [insert position] Date: [insert date]		Recruiting	Management Decision		Recruiting				Staffing		Management	
Candidate	Education / Experience	Candidate Source	Resume Received/ App Applied	Proceed to Interview	Disposition Reason	Interview Scheduled	Interview Date	Make Offer	Disposition Reason	Background Check	Start Date	Additional Comments

Recruitment Source

- 100 State Employment Ser
- 200 Employee Referral
- 300 College Placement Off
- 399 Internal Candidate
- 401 News Paper Ad
- 402 Internet
- 240 Other

Disposition Code

- 1-___* Declined Job Offer
- 2-___* Did not want to relocate
- 3-___* Did not want to travel
- 4-___* Hired/Started Work
- 5-___* Internal candidate selected
- 6-___* Now show interview
- 7-___* Does not meet basic requirements
- 8-___* Not interested
- 9-___* Other candidate selected
- 10-___* Salary requirements too high
- 11-___* Offer declined
- 12-___* Moved to another requisition

Fill in the blank with the letter corresponding to the reason the applicant was not qualified:

- a cannot work legally
- b incompatible availability
- c poor work history
- d poor communication skills
- e work experience
- f education
- g technical/analytical skills
- h unprofessional or poor appearance/hygiene
- i lack of flexibility in salary or terms, conditions, or privileges or employment