

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CITY CLERK

1	What experience do you have working as a City Clerk?	1 2 3 4 5	
2	How would you support open government initiatives in our community?	1 2 3 4 5	
3	Describe your approach to handling confidential information.	1 2 3 4 5	
4	What challenges have you faced in previous roles related to this position?	1 2 3 4 5	
5	Do you have any ideas on ways we could improve our current processes for managing city documents?	1 2 3 4 5	
6	How do your skills make you an ideal candidate for this role?	1 2 3 4 5	
7	How do you stay organized and up to date with local government regulations?	1 2 3 4 5	
8	What methods have you used to keep the public informed about city ordinances?	1 2 3 4 5	
9	How would you ensure the accuracy and clarity of the minutes from City Council meetings?	1 2 3 4 5	
10	Are you familiar with any software that can help automate city record-keeping processes?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.