

Steps in the process for interviewing commission candidates:

1) HMC (Staff)

- Post application period for HMC open seat
- Review applications; redacted applications are added to the HMC Operations(OPS) meeting
- Schedule 15 min interview with each applicant (Returning member has the option to interview)
- Copies of Interview notes/grading forms are provided to OPS during the meeting

2) Interviews

- HMC Operation meeting (Staff provide overview of roles and responsibilities and expectations of HMC, including attendance)
- Introductions of HMC for prospective HMC applicants
- Interview questions are asked on a rotating basis by the HMC in attendance, and grading is conducted for the responses of each member. The scale ranges from 1 to 5, with 5 being the highest rating. Scale is a guide for HMC when needed, when there are many qualified applicants
- The Chair asks the last question regarding whether there are any questions for the Commission members.
- Staff will provide an overview of the timeline to applicants for appointment of selection.

3) Selection Process

- Staff requests a round table of HMC to provide their top applicants up to 3 in rank order, with discussion
- Staff will tally the rank order and provide top applicants to HMC OPS
- OPS provides recommendations as a consent item to the full commission
- Commission votes on recommendations (Approved applicant invited to optionally appear at IOC)
- Staff handles all future steps