



Sample Pre-Interview Questionnaire

Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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TOWN OF ANYWHERE: PUBLIC WORKS DIRECTOR APPLICANT QUESTIONNAIRE

Please answer in the space provided.

1. How does this position relate to your long-term goals?

2. What would you do if the city council adopted a policy with which you disagreed?

3. What aspect(s) of your education and experience prepares you to be a department head of this organization?

4. Describe the leadership responsibilities and opportunities inherent in this position?

5. What special qualifications do you have that would enhance your potential for success in this position?

6. Describe your management philosophy and style.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be

applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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