

## MEETING NOTICE/AGENDA

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2018 JUN -5 AM 9:00  
TOWN OF WESTMINSTER

### Westminster Fire Chief Search Committee Town Hall, 11 South St., Room 205 June 11, 2018 5:00 pm

1. Greeting by the Chair—purpose of the Screening Committee
  - a. Contact information
2. Introduction by members of the Committee
3. Discuss Confidentiality and Procedures of Screening Committee
4. Review Timeline and confirm dates
5. Review Job Description
6. Develop Criteria for Interview Questions
7. Discuss questions to be developed—assignment
8. Discuss Interview process
  - a. Review Interview Guidelines
  - b. Questions You Can and Cannot Ask
  - c. Do's and Don'ts for Interviewing
9. Adjourn

*AGENDA ITEMS LISTED ARE THOSE REASONABLY ANTICIPATED BY THE CHAIR TO BE DISCUSSED AT THE MEETING.  
NOT ALL ITEMS MAY BE DISCUSSED AND OTHER ITEMS NOT LISTED MAY BE BROUGHT UP FOR DISCUSSION TO THE  
EXTENT PERMITTED BY LAW.*