Dear Selection Committee Member:

Thank you for serving on the Selection Committee for Class 25! As you know, you have the important task of reading and scoring the applications and selecting a group of 30 participants that represent the diversity of the greater Park City community. Leadership Park City participants are not required to run for office or serve on boards or commissions, but we expect that graduates will serve the community in a variety of ways. It is important to determine **whether an applicant understands this is a <u>serious commitment</u>... one that extends well beyond the 10+ sessions of the formal year-long program**. Your role on the Selection Committee is to help us identify the best possible candidates.

This year we received 107 applications; it will take several hours to read and score them. Please use the provided Selection Criteria along with your best judgment when scoring. It is helpful to look through all the applications first before scoring each individually. Scores for each applicant should be recorded on the ApplyHero website by 10 p.m. on **Monday, September 10th.**

All scores will be compiled into a master score sheet, ranking applicants from highest to lowest. This ranking will serve as the <u>starting</u> point for our discussion at the September 12th meeting.

The Selection Committee will meet Wednesday, September 12
4:00–6:00 PM
3rd floor of the Park City Library, 224 Park Avenue.
Community Room across from the Santy Auditorium

The **Confidentiality Agreement is included for your review.** We will have copies for you to sign at the selection meeting.

In this packet, please find:
- Instructions for Accessing ApplyHero and Reviewing Applications, Page 2-3
- Selection committee ground rules, Page 4
- Confidentiality agreement, Page 5-6
- Scoring criteria, Page 7
- A set of general questions to ask when calling on references, Page 8

If you have any issues or questions throughout the process, please contact Minda Stockdale, Leadership Administrator, at minda.stockdale@parkcity.org (435-615-5186) or (505-681-0991)

Sincerely,

Myles C. Rademan, Director
Leadership Park City

Accessing ApplyHero and Reviewing Applications

1. Logging into the system.
2. Viewing Applications.
3. Printing Applications.
4. Reviewing Applications.
5. Scoring Applications.

1. Logging into the system.

1. Visit https://www.applyhero.com/login
2. Login using the **email that you provided Minda**.
    a. If you have Gmail account and that is what you provided Minda, use the "Sign In With Google" button.
    b. If you provided Minda any other account, use the "Sign In With Email" button. You will be asked to confirm you email and create a password.
    c. DO NOT use the Facebook or Twitter buttons, they won't get you access.
3. Once logged in, you should see a screen with a list of submissions like this :

Select a Submission To Review

Form	User	Email Address	Submitted	
Leadership Application 2018	Nandy Jones	nandydew@hotmail.com	7/6/2018	Review This Submission
Leadership Application 2018	Peter Earle	peter.l.earle@gmail.com	8/13/2018	Review This Submission
Leadership Application 2018	William Pidwell	wpidwell@gmail.com	8/19/2018	Review This Submission
Leadership Application 2018	Anna Frachou	anna.frachou@hsc.utah.edu	7/30/2018	Review This Submission

4. It will take a minute for this list to load – be patient. If after a minute, you have nothing in this list, contact Minda to make sure she gave the right email permissions.

2. Viewing Applications.

1. To view an application, simply click the "Review this Submission" button next to the application.
2. When the application is shown, the applicants answers will be shown in the column on the left, and your scores for the application will be shown on the right.

3. Printing Applications.

1. If you would like to print the applications in order to review them on paper, there is the option to download a PDF, which you can then print.

2. Click on the "Reports" tab at the top of the page.
3. Click on "Download Applications for Review". This will show you all of the applications laid out in a row, along with the review questions if you want to mark them on paper for input later.

4. Click on "Save as PDF" in order to download a PDF file with all of the applications. Printing this PDF file is the best way to print out applications and mark them up on paper. The file will be called "submissions.pdf".

4. Reviewing Applications

1. In order to enter scores for an application, click "Review" from the list of items at the top:

   Review Reports Pr

2. Choose the application you wish to review, and click on "Review this Submission" (or "Continue Review" if you have already started your review).
3. Once in the review screen, than answers as submitted will be in the left column, and your review scores will be in the right. Select a score for every review question.
4. When you want to leave this application and move onto another one, you can either :
   a. Click on "Submit Review". Your review will be submitted and you will no longer be able to change scores.
   b. Click on "Save Review (Don't Submit)". Your review will be saved, but not submitted. You can come back and complete this review later.
5. If you click on "Submit Review", the button on the list of applications will now say "Review Completed", and you won't be able to make changes any more.
6. Go though each and every application in this list, and make sure to review them all! If you forget any, Minda will find you!

5. Scoring Applications

1. Score each applicant using the selection criteria on page 7. If at any point you would like to review the criteria you should use to review the applications, click the "Show Review Guidelines" button while in a review, and it will show you the criteria.
2. Score ranges are listed beside each category. Each category has its own scoring range in order to weight the various criteria. Please total the scores from the individual categories and record a cumulative score in the <u>Total</u> <u>Box</u> at the bottom of the page. The maximum possible score is 42.
3. Having the widest possible diversity of individuals and experiences in the program greatly benefits each Leadership class. The saying that "who sits at the table determines the nature of what is discussed" is one of our guiding principles. Please review the entire pool of applicants prior to scoring the diversity question.

Selection Committee Ground Rules

The Leadership selection process is sensitive and must be handled in a mature and forthright manner. The Committee will be discussing applicants' attributes, personalities and histories as well as scoring them against their peers. All discussions and materials are confidential. Please use your utmost discretion in making your comments, keeping in mind that you'll be speaking about people who others on the Selection Committee might know personally.

Your job is to hone the list of applicants into a class that hopefully represents the diversity of interests and life choices of our community. We also would like to select a class that is internally interesting to itself.

At the Selection Committee Meeting we will have both a 'Facilitator' to keep the process moving smoothly, and a 'Sergeant of Arms' to help us adhere to our Guidelines.

Guidelines for discussing leadership applicants:

1. Be civil and empathic with your comments
2. Be honest but temper comments with respect for each individual
3. Do not engage in 'character assassination'
4. Do not engage in 'hearsay'; only comment on your direct experiences
5. State your opinions while understanding that others might not share your perspective

Additional Information

Leadership Park City is designed to identify and train individuals to assume leadership roles. The program broadens participants' experiences by:

1. Acquainting them with the programs, processes and problems currently existing within the community
2. Stimulating interest in community activities and encouraging active participation in local affairs
3. Providing access to a wide variety of community resources that would be difficult to have access to elsewhere
4. Familiarizing participants with one another and leaders in the community
5. Giving participants personal leadership tools

Leadership Classes seek to accomplish worthwhile community goals with a sense of vision, purpose, excitement and common good, by…

- Understanding that the Leadership class is an entity greater than the sum of its parts
- Active cooperation and engagement from each class member
- Respectful debate: seeking first to understand, then to be understood
- Accepting all suggestions as valid for consideration
- Keeping all discussions professionally mature.

Selection Committee Confidentiality Agreement

This Confidentiality Agreement (this "Agreement") is effective September 12, 2018, between Park City Municipal Corporation d/b/a, Leadership Park City, of 445 Marsac Avenue, Park City, Utah 84060, and the below-signed Leadership Selection Committee Member.

In this Agreement, the party who owns the Confidential Information will be referred to as "Leadership," and the party to whom the Confidential Information will be disclosed will be referred to as "Committee Member".

Committee Member has volunteered to select Leadership Class members. To prevent disclosure of program applicant personal information, Leadership has requested that the Committee Member protect confidential material and information that is herewith being disclosed as well as information received during the evaluation and class selection process. Therefore, the parties agree as follows:

I. CONFIDENTIAL INFORMATION. The term "Confidential Information" means any information contained in the Leadership application, including applicant's name and the fact that the person has applied to the program, as well as information received from references and other Committee Members.

II. PROTECTION OF CONFIDENTIAL INFORMATION. Committee Member acknowledges that information contained in the applications has been obtained by Leadership under an expectation of privacy and should be protected from improper disclosure. Committee Member agrees to hold in confidence and not disclose Confidential Information to any person or entity without the prior written consent of Leadership. In addition, Committee Member agrees that:

i. No Copying/Modifying. Committee Member will not copy or otherwise reproduce in either tangible or electronic form any Confidential Information without the prior written consent of Leadership.

ii. No revealing of Application contents to anyone not on the Leadership Selection Committee. Further, Committee Member shall not disclose any Confidential Information to anyone who is not part of the Selection Committee except as reasonably necessary to check references named by the applicant.

iii. Permanent Deletion. Committee Member shall permanently delete all electronic application materials at the conclusion of the selection process.

III. RETURN OF CONFIDENTIAL INFORMATION. Upon the request of Leadership, Committee Member shall return to Leadership all written materials containing the Confidential Information.

IV. GENERAL PROVISIONS. This Agreement sets forth the entire understanding of the parties regarding confidentiality. The confidentiality provisions of this Agreement take effect upon receipt of the Applicant Packet, whether or not this Agreement has been signed. This Agreement shall remain in full force and effect after the effective date of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed and delivered in the manner prescribed by law as of the date first written above. Information Owner: Park City Municipal Corporation d/b/a Leadership Park City.

By: Minda Stockdale, Leadership Administrator

Leadership Selection Committee Member, please print, sign & date

_____

PRINT NAME   SIGNATURE   DATE

Leadership Scoring Criteria

A. Resume/CV: Work History and Current Position or Activities (1-7)
- Are there indications in the applicant's work history or position in the community that demonstrate leadership potential?
- What is the applicant presently doing?
- Is the applicant in a position to influence others?

B. Involvement: Level of Interest in the Community (1-7)
- Has the applicant demonstrated real or sustained interest in the greater Park City community, or some other community?
- How is this interest demonstrated, and how long has the applicant been involved in areas of interest?

C. Desire: Self-Motivation & Desire to Participate (1-7)
- Does the participant seem like a self-starter?
- What is the applicant's rationale for wanting to be in the program?

D. Diversity: (1-9)
- Will the applicant add to the diversity of the group by virtue of her or his social, economic, political, gender, ethnic or geographic background; life experiences; work experiences or age?
- Will the applicant encourage a mixture of newer and older residents in the program as well as be representative of the entire County and surrounding areas?

E. Endorsement from References and/or Sponsors (1-5)
- Is the applicant endorsed by a community organization or sponsor?
- Does the applicant have strong references?

F. Strong Likelihood of Remaining in the Community (1-4)
- Has the applicant addressed this issue in their application?
- Is there any way to verify their intent to stay here?

G. Prior Applications (0-3)
- Has the applicant applied before? Bonus points may be awarded for persistence of interest. The number of points to be awarded, based on the number of prior applications, is up to your discretion. We do request that you apply your formula for bonus points consistently across applicants.

LEADERSHIP
PARK CITY

General Questions To Ask When Calling On References

1. How well does _____ keep their commitments?
2. What frustrates _____?
3. How does _____ show their frustration?
4. If I were managing _____, what would I need to be aware of?