

Town of Randolph
Town Manager Interview Committee Charge
2026

1. The Town will form a Town Manager Interview Committee for the purposes of reviewing all submitted resumes and conducting the first round of interviews. The Interview Committee shall work collaboratively with the staff of the Collins Center to screen applicants, create appropriate interview questions, conduct initial interviews and recommend candidates to be moved to the next phase in the process and potentially become finalists.
2. The Interview Committee is governed by the provisions of the Open Meeting law, and members should follow those provisions. The review of resumes, preliminary interviews and any deliberations regarding candidates will be held in executive session.
3. The Collins Center will receive and collect all resumes that are submitted applying for the position of Town Manager. Once the application period is closed, the Collins Center will compile and forward all resumes to the Interview Committee.
4. The Collins Center will also review the resumes and provide analysis and recommendations to the Interview Committee regarding candidates who best meet the Town's request for qualifications.
5. While the position is being posted, the Collins Center will meet with the Interview Committee to plan the review process. The Collins Center will provide guidance to the Interview Committee on issues of confidentiality and avoiding social media. This part of the process shall be conducted in open session.
6. The Collins Center will assist the Interview Committee to establish a set of standardized questions to be asked of all candidates, in accordance with MCAD guidelines, and will work with the Committee to determine the method of interviews. The questions will be finalized by the Screening Committee prior to the review of applications. This part of the process shall be conducted in open session.
7. After the resume deadline, the Collins Center will provide a confidential link to Interview Committee members including all resumes received. The Center does not screen out any candidates. The Center facilitates the work of the Screening Committee. Committee members must respect and do nothing that will compromise the confidentiality of names of any and all applicants.
8. The Center recommends and uses a consensus approach to deliberations of candidates to determine which candidates to invite for a preliminary screening interview. Doing so encourages discussion and allows for support of those candidates moving forward

without a “score” and enables candidates from non-traditional and diverse backgrounds to be evaluated fairly.

9. Using this process, candidates to be invited for a preliminary interview will be identified.
10. The Interview Committee is instructed not to interview any candidates as a “courtesy.” Only candidates who are determined to be qualified shall be interviewed.
11. Committee members should not perform any social media or internet searches on any applicant as this may introduce bias into the process and could invalidate the search process.
12. In carrying out its work the Interview Committee will utilize the Position Profile, as approved by the Town Council, the requirements contained in the Town Charter concerning the hiring of a Town Manager, and the advice of the Collins Center staff to guide its actions.
13. The Interview Committee shall maintain the names and any information about resumes, candidates, interviews and deliberations in strict confidence.
14. After candidates are selected for a preliminary interview, the Collins Center recruitment team will schedule and facilitate the preliminary interviews with the Interview Committee. At the conclusion of the interviews the recruitment team will facilitate the Committee’s deliberations to identify potential finalists.
15. Similar to the review of resumes, a consensus approach is taken to determine which candidates to advance as potential finalists.
16. The Interview Committee shall not attempt to re-interview candidates through any means during the work of the Interview Committee, including through contacting friends, an interview with any individual member of the Committee, research on the internet, etc.
17. The names forwarded to the Town Council for consideration shall be voted as an unranked slate of candidates.
18. The names of people interviewed must remain confidential throughout and beyond the Interview Committee process and only the names of those to be interviewed by the Town Council will become public.
19. No member of the Interview Committee will comment on any aspect of the process to anyone, including Town employees, the public or the media, except as specifically authorized by the Town Council President.
20. The Interview Committee Chair shall be the liaison to the Collins Center.

21. Once the tentative finalists have been chosen, the Collins Center will conduct Reference Checks. Reference Checks of tentative finalists are extremely thorough. The Collins Center recruitment team will speak with employers, professional peers, and subordinates, systematically posing the same questions to references for each potential finalist. Once Reference Checks are complete, those candidates with positive references will be forwarded for consideration to the Town Council, resulting in the presentation of qualified, well-vetted candidates to the Council as finalists for consideration.
22. The provisions of this Charge to the Interview Committee shall be administered by the Chair of the Interview Committee and by the Town Council President. Any rulings on how to apply these provisions shall be made by those two officers, working in concert with one-another.