

## LAC Candidate Process & Review Criteria

10/17/2022

### Process for LAC Candidates

Steps	Candidate Experience	Back-End Experience
1	R1: Candidate submits resume through Oakland City's <a href="#">Granicus</a> portal	
2		Resumes are shared with co-chairs
3		LAC prepares resume rubric
4		LAC reviews resumes
5		LAC prepares interview questions →
6	R2: Candidate is invited to interview	LAC schedules interview times
7	Interview is conducted	Interview is conducted
8		LAC evaluation committee debriefs on all interviews and makes final decision
9	Candidate is notified	Candidate is notified
10	Candidate onboarding process begins!	

### Resume Review Criteria

Criteria	Description	1 - Strong No / No experience	2 - No / Little Experience	3 - Yes / Experienced	3 - Strong Yes / Very Experienced
<b>Experience: Financial Management &amp; Advocacy Strategy</b>	Assess candidates management and advocacy experience.	Little to no leadership or management experience.	Has had limited budgetary or advocacy responsibilities in the past.	Has some experience in managing budgets and building advocacy strategies. Has supported past efforts but not directed them.	Demonstrated ability to set vision and strategy for small-to-mid-sized organizations, and manage large budgets.

<b>Experience: Working w Libraries &amp; Community Services</b>	Screening for experience working with libraries and community services. Could be direct service delivery at libraries and/or community centers or adjacent.	Has no library or library- adjacent experience.	Little experience working with libraries or community service sites.	Experience working directly in the library sector or direct service sector. May have been a former library staff or supporting role, like program operations, people operations, or services assistant.	Deep library and public service expertise with an existing network or profile in the field.
<b>Experience: Board Engagement &amp; Facilitation</b>	Assess candidate's ability to build relationships with other Commission members and experience facilitating progress on advisory boards.	Has no board experience and limited interest in engaging with other Commission members.	Has had limited past experience but is committed to facilitating progress as part of the Commission.	Described some success building partnerships and facilitating progress when on previous Commissions/ Boards.	Describes successfully building relationships with key partners in a past role, and how they created value in a previous Board/ Commission role.
<b>Communi- cation</b>	Screening for communications depth and breadth of experience.	Poorly written/ formatted resume; no indication of communication experience.	Reasonably well-written /formatted resume; some indication of communication experience.	Compelling resume, well written and formatted; communication experience somewhat evident in job descriptions. Speaking or writing history is sparse or not included.	Compelling resume, well written and formatted; communication experience evident in job descriptions or speaking/ writing history.

**Candidate DEI Considerations**

- District representation
- Identities:

- Race
- Gender
- Age
- Parent/not
- Homeowner/not
- Language fluency
- Immigration status