

Recruitment Process for Culture and Arts Education Manager

Asian American Resource Center, July 2018 Update

- 41 applications were received.
- The position closed on June 21 after one month.
- Interview Panels included two community members participating.
- Outreach was performed through strategic job placement ads, community engagement meetings, and surveys.

POSTINGS

The job was posted on the following websites:

- Asian American Resource Center
- National Association of Asian American Professionals
- Texas Association of Museums
- Greater Austin Asian Chamber of Commerce
- Asian American Government Executives Network
- Texas Workforce Commission
- Linked In
- Indeed

COMMUNITY ENGAGEMENT MEETINGS

Community Engagement meetings with members of the community were held to share information about the recruitment process and gather input into the preferred competencies of the new manager.

Community Engagement meetings or presentations took place:

- May 8, Asian American Quality of Life Commission AARC Working Group
- May 15, Asian American Quality of Life Commission Meeting
- May 30, Network of Asian American Organizations Board Meeting
- June 2, 2018 Spicewood Springs Library
- June 6, 2018 AARC Ballroom
- June 11, 2018 AARC Conference Room (Translation provided in Mandarin and Korean.)

A total of 62 people attended the focus group meetings and attendees expressed that the top three competencies preferred in the top candidate were:

- Leadership
- Effective Communications
- Problem Solving

SURVEYS

Surveys were provided in 4 different languages available at the AARC and SpeakUpAustin. A total of 98 surveys were received and the votes were tallied by staff. This input will be taken into consideration when writing interview questions.

The top four competencies mentioned in both the focus groups and surveys were:

Customer Service	55
Effective Communication	51
Problem Solving	50
Dependable & Trustworthy	27

Other comments included:

- Commitment to include all Asian Americans, showing no favoritism to any one culture
- Affable, Impartial leader for the community
- Competent
- Open to bridge community of color to work together.
- Kind & respectful to all.
- Understand of Older citizens
- A concerned manager in all affairs including employee development
- A fair and unbiased manager
- Multilingual in Asian Languages.

PUBLIC INTERVIEW

A public interview was conducted on July 9 and 71 people were in attendance. Interpretation was provided in Mandarin, Korean and Vietnamese. The public had the opportunity to meet and greet the top two candidates, Mike Domingo and Sona Shah, and hear them answer interview questions. The public scored the candidates and the scores represented 10% of the final interview scores.

NEXT STEPS

PARD's Human Resources Department will tally the scores from all interviews to determine the top candidate. Documentation completed in the next month will include CBI, driver's record, college transcript and references. The top candidate may choose their start date depending on when they would like to give notice. The public will be notified of the manager's name a few weeks in advance of their start date.

