

CITY OF INDIO INSTRUCTION FOR CANNABIS INTERVIEW PANEL

Interview Procedures

- The interview room will be arranged so that the panelist(s) and applicant(s) sit across from one another. Panelists will be seated facing the door, through which applicants will be entering;
- Panelist shall not shake hands or otherwise greet applicants. An opportunity for introductions will be granted prior to the commencement of each interview.
- Panelist shall not receive or accept anything (notes, documents, letters, photographs, presentations, gifts, and/or samples);
- Panelist shall not engage in conversation with any applicant prior to or after an interview. HdL will make sure applicants have left the building prior to panelist leaving the room for any reason.
- When panelists are ready, HdL will grant applicants entry into the interview room. Panelists will neither stand, nor shake hands with applicants;
- Prior to the start of each interview, HdL will explain the interview process to applicants, and inquire as to whether the applicant's require special accommodations. Specifically, applicants will be informed of the following:
 - The interview process will last a total of 45 minutes;
 - Upon being prompted by HdL, applicants will be asked to introduce themselves by name, title and primary responsibility in the business ONLY; Time is limited
 - Following introductions, the panel will begin asking interview questions;
 - All questions will be asked by the same panelist;
 - Applicants will be allowed to provide a complete response without interruption;
 - Applicants are encouraged to limit their responses to the questions asked;
 - Panelist may ask clarifying questions in the event the response was inaudible, incoherent, or confusing;
 - In the event the interview is running behind schedule, the panel/applicants will be informed of the remaining time.
- After receiving interview instructions, applicants will be provided an opportunity to ask clarifying questions about the interview process prior to the commencement of their interview;
- At the conclusion of the interview, HdL will notify applicants that the interview has ended and thank all participants for attending;
- HdL representative will escort applicants to the waiting room, where they will be provided information regarding the anticipated timeline for selection, how scores/rankings will be communicated to applicants, and who to contact within the City if questions arise.
- HdL will return to the interview room to respond to any clarifying questions that the panelists may have regarding scoring mechanics, comment on questionable statements made by the panelists, and assist with any issues relating to the scoring program if problems arise.
- HdL staff will discuss and document the panelist observations. Individual note should not be taken. HdL will collect comments, observations, evaluations and organize them in a single document at the conclusion of each interview.
- The scoring process will then proceed with the next applicant;

Post-Interview Procedures

- Upon completion of all interviews, HdL examine all the data point and will discuss with the City any irregularities or discrepancies prior to completing the final scoring and ranking report. Panelist will have an opportunity to respond to any questionable entry;
- HdL will provide the City with the final scores and ranking reports;

Scoring Resources:

On the first day of interview, panelist will be provided the following resources.

- See attached document for Interview Scoring Guidance.
 - iPad with Survey Monkey scoring program
 - Instructions for Cannabis Interview Panel
 - Interview Scoring Guidance
 - Scoring cheat sheet (Breakdown of points allowed)
 - Summary of each application
 - Map locating each proposed address
 - Site diagram for each proposed premises
 - Appendix A of the Procedures Guidelines
 - Interview schedule

Discussion Notes