|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 8:30-9:30 | 9:45-10:45 | 11:00-12:00 | 12:45-1:45 | 2:00-3:00 | 3:15-4:15 | 4:30 – 5:30 | 5:45-6:45 |
| 1. William Males |  |  |  |  |  |  | **X** |  |
| 1. Lester Spivey |  | **~~X~~** |  | **L** |  | **X** |  |  |
| 1. ~~Cyrus Palmer~~ |  |  |  | **U** |  |  |  |  |
| 1. Phillip Knight |  |  | **X** | **N** |  |  |  |  |
| 1. Kevin Phillips | **X** |  |  | **C** |  |  |  |  |
| 1. Anthony Nash |  |  |  | **H** | **X** |  |  |  |
| 1. Richard Kennedy (CM) |  |  |  |  |  |  |  | **X** |
| 1. Dennis Dreyer (CM)   417-434-0117 |  | **X Telconf** |  |  |  |  |  |  |

# Phillip Knight

1. Describe your previous position.
   1. What was the purpose of the organization?

Custodial.

* 1. How big was the organization (staff and customers)?

90 custodial employees. Government facility. Did hiring and employee evaluation.

* 1. What was the physical size? (number and size of buildings and property)

Half dozen buildings. 1.7 million square foot campus.

* 1. Who did you report to?

Had weekly reports to the project manager and monthly reports to the supervisor.

* 1. What did your schedule look like?

Managed employees. Created training manuals. Find efficient processes. Used software to manage facility projects and order supplies. Can do this without software. Operated a backhoe. Father is electrician and does plumbing. Has passed on knowledge and is available for questions.

* 1. What events or tasks changed your schedule?
  2. How many staff did you manage?
  3. Were you in charge of hiring your staff?
  4. What did the schedule of the staff look like?
  5. What events or tasks changed their schedule?
  6. How did you evaluate their performance?
  7. What disciplinary actions did you have to take with your staff?
  8. What were your purchasing responsibilities?
  9. What was your budget and how did it change year-to-year?
  10. What capital projects have you been involved with?

Had to write bids for snow removal.

* 1. What events required you to interact with public officials (regulatory, police, political)?

Had to work with GSA.

* 1. What events required you to interact with an attorney?
  2. How did you stay organized?

1. There is another interview round with Father Johnson. If we call you for that …
   1. When would you be able to start?

Sept. 1, currently making $60K

* 1. May we contact your references?

Yes.

* 1. Can you provide an example of your writing and communication?
  2. lnue@stpaulsrockcreek.org

1. CEMETERY DEMEANOR

Wears the suit well.

# William Males

1. Describe your previous position.
   1. What was the purpose of the organization?

Mt Olivet (and then Resurrection Cemetery): Has experience driving a backhoe and a dump truck. Set markers at Mt. Olivet.

Dulles: Snow removal, pulling trash.

Riderwood: custodial, then got moved to security gate house because residents concerned of his limp.

* 1. How big was the organization (staff and customers)?
  2. What was the physical size? (number and size of buildings and property)

Several buildings and parking lots.

* 1. Who did you report to?

Supervisor.

* 1. What did your schedule look like?
  2. What events or tasks changed your schedule?
  3. How many staff did you manage?

Supervise a custodial crew of 5 at Riderwood.

* 1. Were you in charge of hiring your staff?

No.

* 1. What did the schedule of the staff look like?
  2. What events or tasks changed their schedule?
  3. How did you evaluate their performance?

At Riderwood: Produced progress report every 90 days for new employees and every year after that.

* 1. What disciplinary actions did you have to take with your staff?

Sent someone home once.

* 1. What were your purchasing responsibilities?

None really

* 1. What was your budget and how did it change year-to-year?
  2. What capital projects have you been involved with?

Started recycling program.

* 1. What events required you to interact with public officials (regulatory, police, political)?
  2. What events required you to interact with an attorney?
  3. How did you stay organized?

1. There is another interview round with Father Johnson. If we call you for that …
   1. When would you be able to start?

ASAP

* 1. May we contact your references?

Yes. Administrative person would remember him at Resurrection Cemetery.

* 1. Can you provide an example of your writing and communication?
  2. lnue@stpaulsrockcreek.org

1. CEMETERY DEMEANOR

Good.

# Kevin Phillips

1. Describe your previous position.
   1. What was the purpose of the organization?

General contracting. Kevin is a carpeter. He did not write bids. He did not design projects. He did drive a backhoe.

* 1. How big was the organization (staff and customers)?

Two: Kevin and the boss.

* 1. What was the physical size? (number and size of buildings and property)
  2. Who did you report to?

The boss.

* 1. What did your schedule look like?
  2. What events or tasks changed your schedule?
  3. How many staff did you manage?

He did not manage anyone. Collect bids from subcontractors and evaluate their work.

* 1. Were you in charge of hiring your staff?

No.

* 1. What did the schedule of the staff look like?
  2. What events or tasks changed their schedule?
  3. How did you evaluate their performance?
  4. What disciplinary actions did you have to take with your staff?
  5. What were your purchasing responsibilities?

None.

* 1. What was your budget and how did it change year-to-year?

Not his responsibilities.

* 1. What capital projects have you been involved with?
  2. What events required you to interact with public officials (regulatory, police, political)?
  3. What events required you to interact with an attorney?
  4. How did you stay organized?

1. There is another interview round with Father Johnson. If we call you for that …
   1. When would you be able to start?

2 weeks.

* 1. May we contact your references?

Yes

* 1. Can you provide an example of your writing and communication?
  2. lnue@stpaulsrockcreek.org

1. CEMETERY DEMEANOR

Pretty good.

# Dennis Dreyer (Cemetery Manager)

1. Describe your previous position.
   1. What was the purpose of the organization?

Cemetery. Started in cemetery sales in 1986. Promoted based on sales to district sales manager (4 cemeteries). Moved to Family Memorial in 1989 doing sales. Then moved to Ozark Memorial Park Cemetery doing sales and then payroll. There was some issue about trust money stolen (he was not implicated). New owner Bently Cemetery Services (?). He became general manager. They do about 250-300 burials per year. He eyeballs every burial. 80 acres developed. 80 acres left. He brought a crematory on line. They average 10-12 cremations a month and he has sold many packages pre-need. He also started a vault construction part of the business.

* 1. How big was the organization (staff and customers)?
  2. What was the physical size? (number and size of buildings and property)
  3. Who did you report to?
  4. What did your schedule look like?
  5. What events or tasks changed your schedule?
  6. How many staff did you manage?

8 grounds staff. 6 office staff and sales.

* 1. Were you in charge of hiring your staff?
  2. What did the schedule of the staff look like?
  3. What events or tasks changed their schedule?
  4. How did you evaluate their performance?
  5. What disciplinary actions did you have to take with your staff?
  6. What were your purchasing responsibilities?
  7. What was your budget and how did it change year-to-year?
  8. What were your sales responsibilities (face-to-face)?

Lots. He talked about print and radio. He talked about building relationships with funeral homes and individual families (heritage relationships).

* 1. What were your advertising responsibilities?
  2. What capital projects have you been involved with?

We asked if he would be able to help with our columbarium. He told us how much they cost per square inch and how much revenue can be generated. He was able to quote numbers for memorial costs and sales.

* 1. What events required you to interact with public officials (regulatory, police, political)?
  2. What events required you to interact with an attorney?
  3. How did you stay organized?

1. There is another interview round with Father Johnson. If we call you for that …
   1. When would you be able to start?

2-3 weeks after offer.

He is not “concerned about salary” but he wants to be able to earn a commission if his work exceeds expectations.

* 1. May we contact your references?

Yes.

* 1. Can you provide an example of your writing and communication?
  2. lnue@stpaulsrockcreek.org

1. CEMETERY DEMEANOR

HE IS A GREAT CANDIDATE.