

United States Bankruptcy Court Western District of Tennessee

Clerk of Court: 24-03

Clerk of Court Application Questionnaire

As part of the Clerk of Court application process, we ask that you prepare responses to the following statements and questions. Your answers should be sufficiently detailed to demonstrate your suitability for the Clerk of Court position. Please be as specific as possible and ensure that your responses are thorough and relevant.

1. Describe an executive-level problem or challenge you have encountered in your career. Describe the individuals and groups you worked with and the environment in which you worked to address this problem or challenge (e.g. clients, co-workers, shrinking budget, low morale). Discuss in detail the specific actions you took to address the problem or challenge. Describe the tangible measures/outcomes achieved and the results of these on your organization.
2. Describe three (3) instances in which your personal leadership skills were essential in getting others to accomplish a challenging goal. Without disclosing names, be as detailed as possible about the goal that was accomplished, the persons involved, and the specific leadership skills that you feel enabled this goal to be achieved.
3. What are the five most essential skills you believe are necessary to be successful in your current job? Provide a self-assessment for each of these skills.
4. What ideas have you personally implemented to promote honest communication among all levels of employees who you work with in your organization? Describe the challenges to honest communication in your organization, your ideas about how best to address these challenges, the process of implementation, and the outcomes achieved.