

Sarasota County Government Employment Selection Worksheet

APPLICANT INFORMATION

Applicant Name: _____

Position: _____

BC / Department: _____

Interviewer's Name: _____

Interviewer's Title: _____

Interview:

- 1st
- 2nd
- 3rd

Type:

- Panel
- Supervisor
- Peer
- Customer
- HR Informational

Core Comp. Wheel:

- Executive
- GM/Managers
- Supervisors
- Employees

Interview Date: _____

Overall Applicant Rating: (See pg. 4): E A B

Individual Knowledge, Skills, Abilities/Behavior Rating Definitions:

| | |
|----------------|--|
| (E) Exceeds = | Applicant demonstrates traits that significantly and consistently surpasses the Knowledge, Skills, Abilities, Core Competencies and Values. |
| (A) Achieves = | Applicant demonstrates traits that indicate the applicant can perform the Knowledge, Skills, Abilities, Core Competencies and Values to a fully acceptable level. This is a solid performer. |
| (B) Below = | Applicant demonstrates traits that indicate that potential performance falls below expectations for Knowledge, Skills, Abilities, Core Competencies and Values |

Instructions

This worksheet is not a selection form and its intention is to guide the interviewer in addressing knowledge, skills, abilities, Core Competencies and values, during an interview. It can be also used to maintain information between interviews to refer back to interviews already conducted.

Your hiring decision should take all of these criteria in consideration. Interviews should be conducted on those applicants who hold the strongest qualifications from others who have passed the positions minimum qualifications. After interviewing, remember to follow-up with all applicants considered by either telephone or mail. Remember to maintain all records concerning interview and selection procedures on file with your business center HR representative.

Refer to your interview booklet for suggested interview questions and selection tools. If you have any questions, please contact Human Resources at 941-861-5261 or email apply@co.sarasota.fl.us.

PART A: INTERVIEW QUESTIONS

Instructions: **Decide which interview questions will be used during the interview. Create questions that evaluate the skill set related to the position, enterprise core competency or values. For enterprise core competency or values, refer to Sarasota County's Core Competency Selection Booklet for suggested questions.**

| No.: | Question: | Core Competency OR Values OR Knowledge, Skill, Ability being evaluated | Outcome: |
|------|-----------|---|--|
| 1. | | <ul style="list-style-type: none"> ▪ Core Competency: Customer & Community Champion | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 2. | | <ul style="list-style-type: none"> ▪ Core Competency: Financial Manager | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 3. | | <ul style="list-style-type: none"> ▪ Core Competency: Process Improver/Capacity Builder | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 4. | | <ul style="list-style-type: none"> ▪ Core Competency: Continuous – Innovative Learner | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 5. | | <ul style="list-style-type: none"> ▪ Enterprise Value: Customer Service | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 6. | | <ul style="list-style-type: none"> ▪ Enterprise Value: Cooperation & Teamwork | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |

| No. | Question: | Core Competency OR Values OR Knowledge, Skill, Ability being evaluated | Outcome |
|-----|-----------|---|--|
| 7. | | <ul style="list-style-type: none"> ▪ Enterprise Value: Honesty & Integrity | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 8. | | <ul style="list-style-type: none"> ▪ Enterprise Value: Quality | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 9. | | <ul style="list-style-type: none"> ▪ Enterprise Value: Stewardship | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 10. | | <ul style="list-style-type: none"> ▪ Enterprise Value: Innovation | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 11. | | <ul style="list-style-type: none"> ▪ Enterprise Value: Accountability | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 12. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 13. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 14. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 15. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |

| No. | Question: | Core Competency OR Values OR Knowledge, Skill, Ability being evaluated | Outcome |
|-----|-----------|---|--|
| 16. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 17. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 18. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 19. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 20. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |
| 21. | | <ul style="list-style-type: none"> ▪ Knowledge, Skill, or Ability: | <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B |

Applicant Rating:

Indicate by an Overall Rating of performance during the year as Exceeds (E), Achieves (A) (Solid Performer), or Below Expectations (B). Combine KSA Results, Core Competencies and Values to obtain an overall rating.

EXCEEDS REQUIREMENTS _____ MEETS REQUIREMENTS _____ DOES NOT MEET EXPECTATIONS _____

Interviewer's Comments: (additional comments may be attached)

Interviewer's Comments (Conti.): (additional comments may be attached)

Recommendations for follow-up activity: