

## Sarasota County Government Employment Selection Worksheet

### APPLICANT INFORMATION

<p>Applicant Name: _____</p> <p>Position: _____</p> <p>BC/Department: _____</p> <p>Interviewer's Name: _____</p> <p>Interviewer's Title: _____</p>	<p>Interview:</p> <p><input type="checkbox"/> 1<sup>st</sup>.</p> <p><input type="checkbox"/> 2<sup>nd</sup>.</p> <p><input type="checkbox"/> 3<sup>rd</sup>.</p> <p>Type:</p> <p><input type="checkbox"/> Panel</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Peer</p> <p><input type="checkbox"/> Customer</p> <p><input type="checkbox"/> HR Informational</p> <p>Core Competency Wheel:</p> <p><input type="checkbox"/> Executive</p> <p><input type="checkbox"/> GM/Manager</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Employee</p> <p>Interview Date: _____</p> <p><b>Overall Applicant Rating: (See Pg. 4):    E    A    B</b></p>
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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 required for the position. This is an exceptional performer.
(A) Achieves =	Applicant demonstrates traits that indicate the applicant has the Knowledge, Skills, Abilities, Core Competencies and Values required for the position to an acceptable level. This is a solid performer.
(B) Below =	Applicant demonstrates traits that indicate that potential performance will fall below exceptions for the Knowledge, Skills, Abilities, Core Competencies, and Values required for the position. Not a favorable applicant.

This worksheet is not a selection form. It's intention is to guide the interviewer in reviewing the knowledge, skills, abilities, core competencies, and values of applicants under consideration for positions within Sarasota County. **LOOK FORs** are behavioral and verbal cues that are desired during the course of the applicant answering the questions (i.e. enthusiasm, concern for customers, seriousness, professional demeanor, **directness**, etc.)

Your hiring decision should take all of the above criteria into consideration. Interviews should be conducted on those applicants who hold the strongest qualification from others who have passed the position's minimum qualifications. After interviewing, remember to follow-up with all applicants considered by telephone, email, or U.S. Postal Mail. **Remember to maintain all completed selection worksheets with all other records concerning interviews and other selection procedures on file within your management files or with your Business Center HR Representative.** For records retention information contact Human Resources at: 941-861-5261 or [apply@scgov.net](mailto:apply@scgov.net).

<b>PART A: INTERVIEW QUESTIONS</b>			
Instructions: <b>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 enterprise values. For enterprise core competency or values information, refer to Sarasota County's Core Competency Selection Booklet for suggested questions.</b>			
No.:	Question:	Core Competency OR Enterprise Value OR Knowledge, Skill, Ability being evaluated.	Outcome Evaluation:
1.		<ul style="list-style-type: none"> <li>Core Competency: Customer &amp; Community Champion.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
2.		<ul style="list-style-type: none"> <li>Core Competency: Financial Manager.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
3.		<ul style="list-style-type: none"> <li>Core Competency: Process Improver/Capacity Builder.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
4.		<ul style="list-style-type: none"> <li>Core Competency: Continuous – Innovative Learner.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
5.		<ul style="list-style-type: none"> <li>Enterprise Value: Customer Service (Also addressed in #1 , Optional Criteria)</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
6.		<ul style="list-style-type: none"> <li>Enterprise Value: Cooperation &amp; Teamwork.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B

No.:	Question:	Core Competency OR Enterprise Value OR Knowledge, Skill, Ability being evaluated.	Outcome Evaluation:
7.		<ul style="list-style-type: none"> <li>• Enterprise Value: Honesty &amp; Integrity.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
8.		<ul style="list-style-type: none"> <li>• Enterprise Value: Quality.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
9.		<ul style="list-style-type: none"> <li>• Enterprise Value: Stewardship.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
10.		<ul style="list-style-type: none"> <li>• Enterprise Value: Innovation.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
11.		<ul style="list-style-type: none"> <li>• Enterprise Value: Accountability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
12.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
13.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
14.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
15.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B

No.:	Question:	Core Competency OR Enterprise Value OR Knowledge, Skill, Ability being evaluated.	Outcome Evaluation:
16.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
17.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
18.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
19.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
20.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B
21.		<ul style="list-style-type: none"> <li>• Technical or Job Related Knowledge, Skill, or Ability.</li> </ul> LOOK FORs:	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> B

**Applicant Rating:**

Indicate an overall rating of performance as Exceeds (E), Achieves (A), or Below Expectations (B). Combine Technical or Job Related Knowledge, Skill, or Ability outcomes to obtain an overall rating. Indicate your overall rating on page one of this form.

Interviewer's Comments and Recommendations: (Please attach additional sheets as required)
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