

**City of Davenport
Interview Score Sheets**

Candidate: _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating.

Verbal Communication - How were the candidate's communication skills during the interview (i.e. body language, answers to questions)?

- 1 – Vague responses, constantly looked down, detached from interviewers
- 2
- 3 - Made some eye contact, spoke to each interviewer in room, moved frequently
- 4
- 5 - Articulated thoughts in succinct and logical sequence while making eye contact, sat up straight, leaned inwards while talking, used hand gestures

Candidate Enthusiasm - How much interest did the candidate show in the position and the company?

- 1 - Showed little to no emotion
- 2
- 3 – Showed sporadic emotion
- 4
- 5 – Embodied the enthusiasm of what it means to be a Public Servant

Knowledge of City - Did the candidate research Davenport prior to the interview?

- 1 – Did not know any information about the city of Davenport
- 2
- 3 – Candidate was somewhat knowledgeable about the City of Davenport
- 4
- 5 – Candidate knew details about the City of Davenport and its functions

Teambuilding/Interpersonal Skills - Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?

1 – Candidate has never worked in a team environment

2

3 – Candidate was able to give few examples of team involvement

4

5 – Candidate frequently participates in professional and personal teams

Initiative - Did the candidate demonstrate, through their answers, a high degree of initiative?

1 – Candidate has no goals

2

3 – Candidate sees a goal, but does nothing to prepare for achieving that goal

4

5 – Candidate is a self-starter, sets goals and takes actions to achieve them

Time Management - Did the candidate demonstrate, through their answers, good time management skills?

1 – Candidate did not demonstrate any professional experience in multitasking

2

3 – Candidate demonstrated limited experience in multitasking issues of varying importance

4

5 – Candidate demonstrated vast experience in multitasking issues of varying importance

Customer Service - Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities?

1 – Candidate lacks ability to empathize with customer and solve problems

2

3 – Candidate can sympathize, but not empathize with a customer. Finds a solution that is best for one party, not both parties

4

5 – Candidate has demonstrated experience providing customer service to internal and external customers. Candidate is empathetic and sympathetic. Candidate finds a solution that is best for both parties.

Overall Impression and Recommendation - Final comments and recommendations for proceeding with the candidate.

1 – Would not recommend candidate

2

3 - Would recommend candidate with reservations

4

5 - Strongly recommend candidate

Comments:

Total Score: _____ (40 pts max) = _____ %

Interviewer's Initials _____