

City of Norris City Manager Applicant Scoring Index

Cover Letter (not required, but demonstrates professionalism)	
0	Not provided
1	Poor – Multiple typographical and/or grammatical errors, too much information (two full pages or more) or not enough information (one or two paragraphs), not on personal letterhead, letter looks crowded or sparse, format is inconsistent, does not reveal anything about the individual, fails to give salary requirements
2	Below average – One or two typographical and/or grammatical errors, repeats phrases and words within the letter or from the resume, is unoriginal, fails to give salary requirements, you don't know anything more about the person than you would from only reading the resume
3	Average – No typographical errors, states the reason for applying, gives a brief summary of the resume without repeating it, letter looks neat and professional, acknowledges salary requirement but perhaps does not provide a number or range
4	Above average – No typographical errors, tells a little bit about themselves, isn't too long (less than a page and a half), highlights achievements from previous jobs without repeating the resume, letter looks impressive, provides salary requirements
5	Excellent – No typographical errors, gives insight into the personality of the applicant, does not repeat anything from the resume, is obvious that the applicant did research into the city before writing the cover letter, letter is professionally presented, provides salary requirements
Experience/Education	
0	No degree
1	Poor - Bachelor degree in unrelated field with less than 5 years of increasingly responsible supervisory and managerial experience or no degree and over five years of supervisory experience
2	Below average – Bachelor degree in related field with less than 5 years of increasingly responsible supervisory and managerial experience or no degree and over ten years of supervisory experience
3	Average –Bachelor degree in related field with five or more years of increasingly responsible supervisory and managerial experience or no degree and over fifteen years of supervisory experience
4	Above average – Bachelor degree in public administration with 5 or more years of increasingly responsible supervisory and managerial experience or no degree and over twenty years of supervisory experience
5	Excellent – Bachelor degree in public administration with 5+ years of increasingly responsible supervisory and managerial experience including city management experience

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Resume	
0	Not provided
1	Poor – Multiple typographical and/or grammatical errors, too much information (two full pages or more) or not enough information (just dates and employer names), no header, resume looks crowded or sparse, format is inconsistent, dates not provided, gaps in dates, references not provided, no detail provided about duties, hard to read/follow
2	Below average – One or two typographical and/or grammatical errors, repeats phrases and words within the resume or from the letter, is unoriginal, gaps in dates that are unexplained, references not provided, hard to read/follow, dates are not provided with professional associations
3	Average – No typographical and/or grammatical errors, has an original objective statement that is either original or Norris specific, gives a brief description of each job and the duties associated with it, resume looks neat and professional, acknowledges references were required but perhaps does not provide a list
4	Above average – No typographical and/or grammatical errors, consistent formatting, easy to read, not cluttered, isn't too long (less than two pages), highlights achievements from previous jobs without repeating the cover letter, resume looks impressive, provides references
5	Excellent – No typographical and/or grammatical errors, is written to demonstrate how applicant's work experience is applicable to the advertised job, highlights relevancies and downplays irrelevancies, does not repeat anything from the cover letter, is professionally presented, provides references, no formatting inconsistencies, full dates are provided for positions and associations
Similarity to job	
0	No management experience
1	Poor - No city experience
2	Below average – Department head experience
3	Average –Department head experience in a city
4	Above average – Assistant city manager experience
5	Excellent – City management experience in personnel, public works, and public safety