

APPLICATION NUMBER: _____

Date: _____ Review Conducted by: Number:

MOUNT JULIET CITY MANAGER
RESUME REVIEW WORKSHEET

(Grade each applicant on the criteria, with a score of 1 being the lowest and 5 being the highest)

1. Do the resume= and cover letter suggest real interest in the position?
Are they well written? _____
2. Has the applicant had experience with the variety of services provided to residents of the City of Mt. Juliet? _____
3. Has the applicant had experience with a comparable staff size and budget? _____
4. Has the applicant had experience working in a local government or private organization of comparable size? _____
5. Has the applicant worked in a similar geographic area? _____
6. Has the applicant demonstrated that he is community oriented? _____
7. Has the applicant had broad administrative and supervisory authority, or is experience focused on administering activities in specialized areas and doing research? _____
8. Has the applicant had experience in working with elected officials, citizen groups and appointed boards and commissions? _____
9. Has the applicant had specific responsibilities that compare with the objectives and priorities of the local government? _____
10. Does the applicant=s employment history suggest a pattern of broad experience and increasing responsibility? _____
11. Does the applicant have good tenure with most previous employers? _____
12. Does the applicant show interest in continuing professional development, as evidenced by participation in training programs and professional organizations? _____
13. Educational attainment. _____

TOTAL SCORE (Maximum of 65 points)
