

**CITY OF CLARKSVILLE
INTERVIEW DOCUMENTATION FORM**

Interview Date: / /

Position's Payroll Title and Extended Working Title: _____

Applicant Name: _____ SSN: _____

I. _____

1. Question:

Applicant's response:

2. Question:

Applicant's response:

3. Question:

Applicant's response:

4. Question:

Applicant's response:

5. Question:

Applicant's response:

6. Question:

Applicant's response:

7. Question:

Applicant's response:

8. Question:

Applicant's response:

9. Question:

Applicant's response:

10. Question:

Applicant's response:

11. Question:

Applicant's response:

12. Question:

Applicant's response:

13. Question:

Applicant's response:

***Each question is rated on individual basis of 1 to 5; with 5 being highest possible for each question – Total score for all questions are then added together to give overall score for each applicant on interview board performance.**

Applicant Name: _____

SSN: _____

II. COMMUNICATION SKILLS – Select the statement which best describes the applicant’s communication skills as demonstrated during the interview.

- Excellent ability to communicate ideas (*Information was presented in a logical, organized and understandable manner with appropriate word usage. Communication was effective and persuasive.*)
- Above average ability to communicate ideas (*Gave clear, concise, and understandable responses*)
- Average ability to communicate ideas (*Satisfactory ability to communicate responses*)
- Somewhat below average ability to communicate ideas. (*Gave somewhat unclear responses. Below average use of grammar and vocabulary*)
- Below average ability to communicate ideas (*Could not communicate ideas in an understandable manner. Showed improper use of grammar and vocabulary*)

Excellent – 5 Points, Above Average 4 Points, Average 3 Points, Somewhat Below Average 2 Points, and Below Average 1 Point

PRIMARY INTERVIEWER:

CO-INTERVIEWER (if applicable): concur do not concur

Signature

Signature

Area II on Communication skills is rated 1-5 on each applicant with 5 being highest possible score – this score is then added to overall total of board performance score from pages 1-2 to obtain the overall board performance score.