

APPLICATION SCORING TOOL

Title of position: Administrative Assistant/Information Technology Coordinator

Department: City Manager's Office

Candidate's name: _____

Date: _____ Scored by: _____

STEP ONE:

Minimum Qualification: To be considered for the position the candidate must meet the Minimum Qualifications found under education and experience and/or Special Qualifications. Check the box in the grid below that most applies to the applicant once you have reviewed the applicant's application and supporting materials.

Minimum/Special Qualification	Meets	Does not meet	Not enough info.
High school diploma or equivalent and one year of general office experience;			
OR any satisfactory equivalent combination of education and experience which ensure the ability to perform the essential functions of the position.			

For applicants claiming Veterans' Preference:

- Question 1: Review DD214 or DD215. Is the applicant a qualified Veteran or Disabled Veteran who meets the requirements of ORS 408.225(f)?

☐ **Yes** ☐ **No**

(If the answer to Question 1 is yes, proceed to Question 2. If the answer to Question 1 is no, document your reasoning for this determination and move the applicant to non-veteran pool and score applicant.)

- Question 2: Did the qualified Veteran or Disabled Veteran applicant meet minimum and/or special qualifications listed above?

☐ **Yes** ☐ **No**

(If the answer to Question 2 is yes, score the applicant for desirable experience and move the applicant to the interview phase of the hiring process. (You must interview the applicant no matter what his/her score is for desirable experience.) If the answer to Question 2 is no, document your reasoning for this determination and notify the applicant that he/she will not be advancing.)

(Turn page over for Step Two)

STEP TWO:

If the candidate meets minimum and/or special qualifications, score for desirable experience*

Desirable Experience: The below qualifications will receive points as indicated. (These qualifications may be found under knowledge, skills and abilities of the job description.)

Desirable Experience	Points Available	Points Received
Past government experience	5 points	
General website experience	5 points	
Bookkeeping experience	5 points	

*These points will only be used for determining who should move on to the interview phase of the hiring process. These point totals should not be used during later phases of the hiring process. All qualified veterans and disabled veterans who meet the minimum and special qualifications of the position must be interviewed regardless of their desirable experience.

Total Points_____