

Department of Recreation, Park & Tourism Administration  
Western Illinois University

**Applicant Evaluation Form**

<b>Applicant's Name:</b>					<b>Date completed:</b>	
<b>Position Title:</b> Maintenance Supervisor			<b>Evaluator's Name:</b>			
	Selection Criteria	Weight <sup>a</sup>	Evidence Applicant Meets Criteria	Evidence Applicant Fails Criteria	Rating <sup>b</sup>	Subtotal <sup>c</sup>
1	Ability to prepare written technical reports	3	<ul style="list-style-type: none"> <li>• Received B+ in a technical writing course at East Overshoe Community College</li> <li>• Has written several reports that were well done</li> </ul>	<ul style="list-style-type: none"> <li>• Limited experience in the field (3 months)</li> </ul>	3	9
2	Willingness to take part in manual labor in addition to supervising others	2	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• During interview said managers lose employees' respect if they do manual labor</li> </ul>	0	0
3	Ability to interpret and prepare maintenance plans	3	<ul style="list-style-type: none"> <li>• Prepared maintenance plans for class projects at East Overshoe Community College</li> <li>• Emphasized during interview that well-prepared maintenance plans are very important</li> </ul>	<ul style="list-style-type: none"> <li>• Has not yet prepared maintenance plan in the field</li> </ul>	2	6
4	Has knowledge and skill to use standard horticultural chemicals	1	<ul style="list-style-type: none"> <li>• Used herbicides and pesticides while working at private golf course</li> <li>• Indicated interest in becoming certified in use of these chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• Reference check indicated that actual experience using chemicals at golf course was very limited</li> </ul>	1	1

- a. Weighting scale: 3 = very important, 2 = important, 1 = marginally important
- b. Rating scale: 4 = clearly meets selection criterion, 3 = meets selection criterion, 2 = partially meets selection criterion, 1 = minimally meets selection criterion, 0 = does not meet selection criterion
- c. Subtotal: Weight multiplied by Rating