

IOLA THOMAS MOSLEY

PERSONAL

Address:



Contact:

Phone:

Email:



EDUCATION

Juris Doctor - 1986
Howard University School of Law, Washington, DC

Bachelor of Arts/Philosophy - 1983
Howard University, Washington, DC

SUMMARY OF RELATED EXPERIENCE

2020 - Present	<u>FLORIDA RURAL LEGAL SERVICES</u> Managing Attorney for Fort Pierce Regional Office
2019 - 2020	<u>OFFICE OF REGIONAL CONFLICT COUNSEL</u> Assistant Regional Counsel
2016 - 2019	<u>CITY OF FORT PIERCE, FLORIDA</u> Population 47,297 Senior Assistant City Attorney, Office of the City Attorney
2005 - 2016	<u>OFFICE OF THE GENERAL COUNSEL FOR THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA</u> Senior Counsel Academic Compliance
2001 - 2005	<u>ASSISTANT STATE ATTORNEY OFFICE OF THE STATE ATTORNEY 15TH JUDICIAL CIRCUIT, PALM BEACH COUNTY, FLORIDA</u> 2002 - 2005 Juvenile Division 2001 - 2002 County Court Division
2000 - 2001	<u>CITY OF WEST PALM BEACH, FLORIDA</u> Population 82,000 Assistant City Attorney
1996 - 2000	<u>LAW OFFICES WHITFIELD & MOSLEY</u> Partner
1987 - 1996	<u>OFFICE OF THE PUBLIC DEFENDER FOR THE 15TH JUDICIAL CIRCUIT PALM BEACH COUNTY</u> 1995 - 1996 Training Recruitment Coordinator 1993 - 1995 Capital Crimes Division 1990 - 1993 Felony Division 1988 - 1990 Supervising Attorney for County Court South Division 1987 County Court 1987 Appellate Division

Slavin Management Consultants
3040 Holcomb Bridge Rd # A1,
Norcross, GA 30071
slavin@bellsouth.com

To whom it may concern:

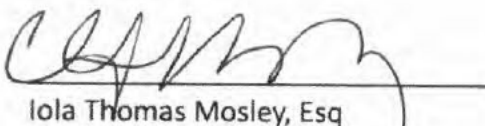
I am writing this letter of interest in response to the advertised position for the City Attorney for the City of Fort Pierce. Let me begin by sharing a little bit of my past practice. I have been a practicing attorney for 36 (thirty-six) years. My practice areas as indicated in my resume include, Local Government Law, Labor and Employment, Criminal Law and Procedure, Appellate Law, Family Law, and Real Estate law specifically, Landlord Tenant and Foreclosure.

I have previously served the city as Senior Assistant City attorney from 2016-2019. In the time since my tenure with the city, I have served as Program Manager for two housing assistance programs; Indian River County's Housing Emergency Advocacy Response Team (HEART); and Palm Beach County's Emergency Rental Assistance (ERA). Both programs required working in close collaboration with County and City officials to address their respective constituent housing crisis' and keep citizens housed during the recent COVID pandemic.

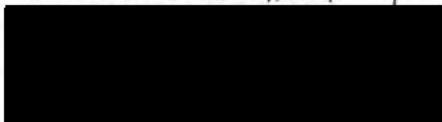
I currently serve as the managing Attorney for the Fort Pierce Regional Offices of Florida Rural Legal Services, Inc. I manage office staff throughout the 19th Judicial Circuit. Our clients reside in St Lucie, Martin, Indian River, and Okeechobee Counties. I manage a staff of 10 attorneys and paralegal professionals. I have learned that it is important to be knowledgeable and demonstrate a high level of proficiency with regard to academic achievements. But it is equally important to know "how to read the room". In other words, it is important to understand your client's position and offer the highest level of service to accomplish the goal.

My Current salary requirement is in the range of \$120,000 to \$140,000. I do hope you will consider allowing me to serve the city. Thank you for your time and consideration of my request.

Warm Regards,



Lola Thomas Mosley, Esq



Iola Thomas Mosley, Esq.

Education

Howard University School of Law Washington, D.C.- Juris Doctor 1986
Howard University, Washington, D.C. -Bachelor of Arts/ Philosophy 1983
Nova High School, Davie, Florida 1978

Professional Experience

Florida Rural Legal Services 2020 to present.

Managing Attorney for Fort Pierce Regional Office

Manage, train, and direct a professional staff of ten attorneys and paralegals. Managed and restructured local office for the 19th judicial Circuit. I currently litigate private and public housing cases on behalf of displaced tenants residing in both private and subsidized housing, foreclosure defense, and counsel and advice in Probate matters, Family court matters including Dissolution of Marriage, Adoption, Paternity, Temporary Custody, and Guardianship cases. Interfaced with State, County and Municipal government in resolving constituent litigation and in education of citizens concerning legal rights and responsibilities. Supervised implementation of Grants including Victims of Crime Act (VOCA Dept. of Justice).

Office of Regional Conflict Counsel 2019 to 2020

Assistant Regional Counsel

Litigated cases in defense of persons who were accused of violations of law in Both Felony and Misdemeanor court. Representation included all aspects of litigation including interviewing witnesses, and participating in discovery, and trial practice.

Office of the City Attorney Fort Pierce, Florida

Senior Assistant City Attorney

As Senior Assistant City Attorney I served in the following capacities:

Labor and Employment/ HR Department

Code Enforcement

Police Matters-Provided litigation support to the Police Department and advised on matters affecting police operations, including the Fair Labor Standards Act, Police Officers' Bill of Rights, Public Records Law, Americans with Disabilities Act and Arbitration.

Providing in-house litigation support for outside risk Counsel.

Drafting Ordinances, Memoranda of Understanding and Resolutions, and Contracts and Procedural Rules for City Boards and City Departments.

Representing the City in Civil Litigation Matters including Civil Forfeitures, Nuisance Abatement, Civil Injunctions, and Appeals.

Iola Thomas Mosley, Esq.



Providing training for Staff and Boards on Sunshine Law, Public Records, and Ethics
Providing support and representation for the city in the absence of the City Attorney.
Served multiple boards, as counsel in quasi-judicial proceedings, including:

- Historic Preservation Board
- Special Magistrate Proceedings
- Civil Service Board
- Planning Board of Adjustment and Appeals
- Contractors Licensing Board
- Construction Board of Adjustment and Appeals
- Providing Legal support for City Department heads as requested.

Office of the General Counsel for the School Board of Palm Beach County, Florida March 2005 to May 2016

Senior Counsel Academic Compliance

Represent the School Board of Palm Beach County in a variety of Legal matters including,

- Special education IDEA and ADA/504 and Civil Rights Litigation
- Charter school litigation support for the Charter Department 2006-2012 including; negotiation of contracts, application denials hearings at FDOE, as well as advised on variety of other administrative issues relating to the sponsorship of Charter schools.
- Provided support and advice regarding legal issues upon request or as directed by Board members, the Superintendent, and the General Counsel or Designee.
- Supported and advised District administrative staff and personnel matters involving; Special Education, Immigration, Juvenile Dependency, Truancy, Criminal law and Procedure, Juvenile Delinquency, Civil Rights, Child Custody and School Attendance Zones, Student Discipline, Employment, Contracts, Civil/Family Trial Court issues affecting the district administrative staff and school centers. Upon request; aided and supported District Administrative staff with depositions, hearings, and trial testimony.
- Represented the Superintendent, and District Administrative staff, in Student Discipline matters, and Expulsion Hearings on behalf of the School District.
- 2005-2011 Served on the Chief Counsels litigation Team (to prepare and assist attorneys for trial and preparation for litigation on behalf of the School District)
- Conducted Training for District staff in Expulsions, Family and Custody matters, Special needs of children, Homeless Education (McKinney-Vento); Develop and present training protocol for Expulsion Hearing Officers and conducted joint trainings with Legal Aid Society of Palm Beach County for Pro Bono Attorneys who represent District student personnel in expulsion hearings.
- Provided training for School Police on Custody issues 2012.
- Developed training presentation for the Unified Family Court Family Law Advisory Group (F.L.A.G.) entitled "The ABCs of Education Law" 2008
- Represented the District on the School Justice Partnership 2009-2012
- Governmental and Regulatory Compliance advised and developed Board Policies 2015

Iola Thomas Mosley, Esq.



Assistant State Attorney Office of the State Attorney 15th Judicial Circuit Palm Beach County, Florida September 2001 to February 2005

- *Juvenile Division September 2002- February 2005-* Felony and Misdemeanor prosecutions of Juvenile offenders on behalf of the State of Florida. Supervised investigative staff witness coordinators, and secretarial staff. Also mentored young staff attorneys
- *County Court Division 2001-2002-* Prosecuted Criminal Misdemeanor and traffic offenses including DUI, Domestic violence, Drug Possession, Theft, Lewd Assignations, and a variety of other offenses Supervised investigative staff witness coordinators, and secretarial staff. Also mentored young staff attorneys

Assistant City Attorney for the City of West Palm Beach July 2000-July 2001

- My duties included Civil Trial Defense, Code Enforcement Litigation, Nuisance Abatement, and Lien Foreclosure. Supervised Staff including secretarial and paralegal

Law Offices Whitfield & Mosley October 1996-June 2000

- Partner General Practice firm, cases included; Criminal Defense trial /appellate, Family marital law. matters, Civil Litigation
- As a partner I supervised staff, directed payroll, and all other office expenses. I provided private legal services.

Office of the Public Defender for the 15th Judicial Circuit Palm Beach County January 1987 to October 1996

- *1995-1996 Training Recruitment Coordinator-* Responsible for recruitment, training, and development of attorneys. Reviewed and recommended attorneys for promotion to various positions within the office. Supervised Staff; including new attorneys Paralegals Investigators and Secretaries.
- *1993-1995 Capital Crimes Division-*Defended Clients charged with Capital Murder. Responsible for coordinating and supervising team litigation in the grand jury, trial, and penalty phase of defense case. Supervised and coordinated investigative paralegal and secretarial staff.
- *1990 to 1993 Felony Division-* Responsible for defense of clients charged with 1st 2nd and 3rd degree Felonies. Supervised; Investigative paralegal and secretarial staff.
- *1988-1990 Supervising Attorney for County Court South Division-* Responsible to oversee the opening and staffing of the South County Office of the Public Defender. Supervised; Attorneys, Secretaries, Paralegals. In this position I collaborated directly with the judicial staff, State Attorney's Office, County Probation, as well as the Office of the Clerk to ensure the smooth transition of the Office to the South County Courthouse.
- *1987 County Court Defended Misdemeanor Division-*Supervised secretarial and paralegal staff in developing legal defense and coordinating social services on behalf of indigent clients.
- *1987 Appellate Division-* filed appeals on behalf of indigent persons accused of crimes.



PROFESSIONAL MEMBERSHIPS

2017 American Bar Association
2006 to Present USDC Southern District
2005 to 2016 Palm Beach County Bar Association
2016 to 2018 St. Lucie County Bar Association
Member of the Florida Bar 1987 to present.

AFFILIATIONS

1987-1999 Fla. Association of Criminal Defense Lawyers
1993 to Present, Delta Sigma Theta Sorority Incorporated (a public service organization) (Parliamentarian 1997- 2002, 2016 to 2019) (1997-2002, 2016-2019 Chair Policies Procedures Committee) (Chair Political Awareness and Involvement Committee)
1988 to 1994, 2010 to Present, The Charmettes, Incorporated (a public service organization) Parliamentarian (Chair Constitution and Bylaws Committee 2011 to 2015, 2019 to present)
2012-Present Strategic Planning Committee New Bethel Missionary Baptist Church
2015 Legal Advisor/Trustee New Bethel Missionary Baptist Church
2005 Florida School Board Attorney Association

References are available upon request.

**CITY OF FORT PIERCE, FLORIDA
CITY ATTORNEY
SEMI FINALIST CANDIDATE QUESTIONNAIRE**

Name: Iola Thomas Mosley

Home Address: [REDACTED]

Home/Work/Cell phone numbers [REDACTED] 888-582-3410 (Work)

E-mail address: [REDACTED]

1. Why are you interested in becoming Fort Pierce's next City Attorney and how does this position fit into your overall career plans?

To begin with, I am a resident of the City of Fort Pierce and invested in my city. My daughter graduated from St. Lucie County Schools, and my husband is a teacher at Fort Pierce Westward High School. Seven years ago, I relocated to Fort Pierce. At that time, I was selected to serve as the Senior Assistant City Attorney for the City of Fort Pierce, where I devoted my time and energy to the city as one of the legal advisors to several city boards and departments. I will always remember the vibrant environment and sense of purpose I gained in working with the various city departments and serving as an advisor to city boards. Currently, as the Managing Attorney for the Fort Pierce Regional Office of Florida Rural Legal Services I lead my staff in providing free legal services to residents of the entire 19th judicial circuit. Although I have not been formally employed by the City of Fort Pierce, I continue my investment in issues relating to the welfare of our city including improvements and infrastructure and the growth of our city. For example, my current office partnered with the City of Fort Pierce, working with the Emergency Rental Assistance program. We worked with citizens over the course of the program to provide outreach, education, legal advice, and services to city residents. I have always desired to return to the Office of the City Attorney to continue in that service. I have always been a servant leader and throughout my entire career, I have dedicated myself to improving the lives of others. It is my desire to continue my service with the City of Fort Pierce in whatever capacity within which I am called to serve.

2. What is the largest number of employees that you have managed and where? What is the largest annual operating budget that you have managed?

I currently supervise 10 legal staff, and our regional operating budget is approximately eight hundred thousand dollars (\$800,000). The overall budget for the entire program is approximately nine million one hundred ninety-seven thousand, four hundred forty-three dollars (\$9,197,443).

3. How do you stay professionally current and on top of issues with the potential for significant impact on your jurisdiction? How do ensure that your employees stay current?

I continue to monitor and provide education on changes in federal, state, and local laws which affect our client/constituents through professional development and continuing legal education programs. My staff is provided with in-house as well as and outside training and professional development programs. I have completed training with the

Office of Civil Rights professional development training for attorneys working within the arena of victim advocacy under the Federal Victims of Crime Act (VOCA).

4. Describe your leadership and management style with your employees.

I lead by example and by group consensus. I have had to rebuild my staff from 2 attorneys and 4 non-attorney staff to the current staff of 6 attorneys 1 receptionist/ legal secretary and 3 paralegals. My staff is a team there are no big I's and little you' s. My driving motto is there is no "I" in team. I allow for healthy discourse and treat every member as a valued teammate who has something to contribute. I encourage cross training and with new hires I pair the new employee with established team members ensuring that each member of the team has a stake.

5. Have you ever worked directly for a policy making body?

Yes, The City of West Palm Beach, The School Board of Palm Beach County, and the City of Fort Pierce.

6. Are you a member in good standing of the Florida Bar?

Yes

7. Describe your workload tolerance.... what type of office hours do you typically keep?

My required office hours are 8:30 am to 5:30 pm. However, I do not consider the "required office hours in completing the responsibilities of my office. I work until my job is done, so as required I may work anywhere from 8 to 15 hours in a given day as well as weekends. I have had no difficulty working with a large caseload while also managing my staff and attending to administrative duties.

8. What would you hope to accomplish the first 30 days on the job; the first 6 months; and the first year?

Within the first 30 days I would schedule meetings with current legal staff and then with individual Commissioners to determine what pressing legal matters they feel are at the top of their agendas. During this initial period, I would familiarize myself with the various boards and departmental staff to get a big picture of the legal needs of the boards and departments from the point of view of the board chairs and departments. Based on the information I received within that time, during the next six months I would endeavor to identify the strengths and weaknesses of existing legal staff and determine how staff interfaces with the broader city staff. I would also look at the operating budget of the legal department to determine if the existing budget is sufficient or needs trimming. I would develop a plan for increasing the responsiveness and efficiency of the service offered by existing legal staff and determine whether additional staff are needed to function at the peak of efficiency. By the end of the first year, I would hope to streamline the process of providing well researched and user-friendly legal guidance and efficient response time to the broader city staff. In other words, I would endeavor to extend the concept of teamwork to provide better service to the Commission and City as a whole.

9. What experience do you have with organizational and/or performance analysis directed at identifying issues in need of change?

I entered the position as managing attorney for Florida Rural at a time when there had

been no true manager assigned for a few years. I was required to rebuild the program and restaff the office, however in restructuring the office, I was required to conduct functionality analysis of the current staff available grants, and budget. Subsequent to my start I was required to analyze the total grant funding received and identify issues relating to implementation. We ended several grants which were not functioning and have instituted a new system of grant compliance which has so far been successful in addressing the needs of staff and clients.

10. Please describe your experience in dealing with intergovernmental entities. Specifically, how do you work with the City Manager and other sections/branches of the city government while maintaining your independence?

In my past affiliation with the City of Fort Pierce, I enjoyed a convivial relationship with the department heads as well as the various boards with whom I worked. As an attorney my goal is to provide legal support and guidance to the City Commission, City Manager, and departments. A legal advisor is obligated to provide requested legal guidance in clear and concise language and avoid personalizing any legal issue. As a professional, it is my job to provide the best advice and counsel as needed by the requesting agent without interjection of personal opinions, views, or personal objectives.

11. Tell us how you communicate with your governing body and its individual members.

Currently I provide updates on issues that concern the firm, or which affect our clients or practice. I use formal legal memoranda, email, and formal written correspondence to outline issues or changes in law. In addition, I have established standing meetings with grant directors, executive administration, as well as with various agencies with whom we have business relations.

12. How would you handle situations where the Commissioners wish to take actions that you do not consider lawful?

I would provide a written outline of the issue and the position that the courts have traditionally taken with respect to the legal issue presented. I would include scenario-based options outlining the probable outcome of the matter as it has come before the Courts. In providing objective legal opinions regarding the legality of a desired course of action, it is not my job as an attorney to decide a final course of action for the Commission. However, alternative paths to achieve the goal or the desired outcome which are consistent with the requirements of law should always be included in the analysis and subsequent advice rendered.

13. How would you handle questions of law, including issues relating to public safety, that may be viewed differently by an ethnically and economically diverse community and Commission?

Thorough legal analysis of issues is the basis of any legal opinion rendered. Although there may be differences of community opinion as to the propriety of a given action to be undertaken, professionalism dictates that the prevailing law is the basis for consideration of counsel and advice I render.

14. Please provide a copy of a legal opinion that you have authored. (You may provide a redacted copy.)

See attached Memorandum of Law

15. Have you ever been found to have committed any acts of discrimination, sexual harassment, or creation a hostile work environment? If so, please explain.

No

16. Do you have any unusual personal consideration(s) that would need to be resolved before you could accept this position? If so, please explain.

If selected, would need to provide my current Executive Director and Board with sufficient notice (3-4weeks) of my intent to resign from my current position. Otherwise, there are no other personal considerations that would be applicable.

17. Should you become a finalist candidate, we will perform education, credit, civil, criminal, and motor vehicle court records, internet search and reference checks on you. In doing so, will we find anything that you need to explain in advance?

There is nothing requiring explanation that I am presently aware of.

18. Is the resume you submitted accurate and current? If not, please explain any discrepancies.

I believe my current resume is up to date and appropriate.

19. Are you currently employed?

Yes. I am currently employed as the Managing Attorney for the Fort Pierce Regional Office of Florida Rural Legal Services, Inc.

20. Have you ever been fired or resigned under pressure from a job? If so, please explain.

No

21. Have you ever sued an employer or been sued by an employer or employee? If so, please explain.

I have never filed a suit against an employer.

22. What are your compensation expectations?

\$145,000-\$165,000 (One Hundred Forty Five Thousand Dollars to One Hundred Sixty Five Thousand Dollars)

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT
IN AND FOR ST. LUCIE COUNTY, FLORIDA

IN THE MATTER OF THE TERMINATION Case No. 312022DR000632XXXXX
OF PARENTAL RIGHTS AND THE PROPOSED
ADOPTION OF THE MINOR CHILD, ██████████

██████████,
Petitioner.

_____ /

**MEMORANDUM OF LAW IN SUPPORT OF PETITIONER'S PROPOSED ADOPTION
OF MINOR CHILD**

The Petitioner ██████████ (hereinafter referred to as "Petitioner"), by and through the undersigned counsel, herein submits this Memorandum in Support of the Petitioner's Proposed Adoption of the Minor Child.

INTRODUCTION

The Petitioner is the ██████████, the minor child in this proceeding. According to the testimony of the Petitioner adduced at the initial hearing on the proposed adoption, ██████████ came to live with the petitioner since March of ██████████. Petitioner testified that the mother of the minor child brought the minor from ██████████ and left her in the Petitioner's home in Indian River County, Florida in ██████████ and thereafter returned to her country of origin, Honduras, effectively abandoning the child without a legal custodian.

Subsequent to the minor child being left without legal custodial rights being accorded, Petitioner obtained a sworn consent for adoption which was executed in Honduras by the child's mother, ██████████. The father of the minor is deceased, and a Death Certificate was filed in this matter.

The Petitioner testified at the initial hearing on this matter that she has been caring for the child since her arrival in Florida and in ██████████, she enrolled her in the ██████████ County Public School System, where she is currently receiving educational services through what was described as a tutor-based education. The description adheres to the English Language Learners (E.L.L.)

programs that exist as part of the Florida Department of Education system *Fla. Admin. Code R 6A-6.0902*. She did not believe the child had legal status.

At the final hearing regarding the adoption, a question arose as to whether the Court has jurisdiction to rule on the pending adoption issue because of the dubious immigration status of the child.

ARGUMENT

THIS COURT HAS THE JURISDICTION TO ADJUDICATE THE ISSUE OF ADOPTION NOTWITHSTANDING THE LEGAL IMMIGRATION STATUS OF THE MINOR.

In matters of adoption, section 63.022(2), Fla. Stat (2022) provides that the Circuit Court has jurisdiction. The statute governing adoption vests jurisdiction in the Circuit court over parties residing in the State of Florida *Makaros v. Cichocki*, 159 F.3d 957 (Fla 5th DCA 2015).

The major consideration for the court in determining whether to grant an adoption is the best interest of the child. Florida courts have deemed that adoption is the civil proceeding intended to serve those ends. *Rushing v. Bosse*, 652 So.2d 869 (Fla. 4th DCA 1995). *In re Adoption of DPP*, 158 So. 3d 633 (Fla. 5th DCA 2014). As the Florida Supreme Court has held, “In deciding an adoption petition, the focal issue is the fitness and appropriateness of the petitioners as adopting parents and whether creating the adoptive family composed of the petitioners and children is in the children’s best interest....” *GS et al v. TB et al*, 985 So. 2d 978 (Fla 2008)

Although the Federal Government and Federal Courts are vested with making determinations concerning immigration and/or citizenship status, there is no federal preemption of jurisdiction regarding parties residing within a state in adoption proceedings which would override a state court decision to grant an adoption. A party’s citizenship or immigration status is a determination that lies solely within Federal jurisdiction. Additionally, it is not recommended that Courts elicit information from a party regarding immigration status. Such an inquiry could subject a party to federal criminal or civil penalties. Further, such inquiry does not tend to establish the basis of deciding whether an adoption is in the best interests of the minor child.

The Petitioner in this case is not asking this Court to determine citizenship status, nor should the Court be concerned with “motive” if it finds that it is within the best interests of the minor to be adopted by the Petitioner. *F.L.M. v. Department of Children and Families*, 912 So. 2d 1264 (Fla 4th DCA 2005) [Held that the dependency status should be granted where the child meets the statutory requirement therefor, and the Court should not base its determination on other potential motives for seeking the legal status].

WHEREFORE based on the cases and statutory authority cited above the Petitioner requests that this Honorable Court find that that it is in the minor Child’s best interest for this court to Grant the Petition for Adoption and that she is a fit and proper person to parent the minor child.

Respectfully submitted,

Florida Rural Legal Services, Inc.
121 North 2nd Street, 4th Floor (34950)
P.O. Box 4517 (**Mailing**)
Fort Pierce, FL 34948-4517
Telephone: 772-466-4766 Ext. 7028
Facsimile: 772-264-8145
iola.mosley@frls.org
angeline.utile@frls.org

By : /s/ Iola T. Mosley
Iola T. Mosley, Esq.
Florida Bar Number 710768
Attorney for Petitioner

**FORT PIERCE, FLORIDA
CITY ATTORNEY
REFERENCE COMMENT SUMMARY**

IOLA THOMAS MOSLEY

REFERENCES INCLUDE:

Florida State Rural Advocacy Director – Supervisor
Florida Rural Legal Services, Office Manager – Coworker
Florida Rural Legal Services, Staff Attorney - Subordinate

PROFESSIONAL STRENGTHS:

Leadership
Breadth of experience and knowledge
Staff management
Skilled trial attorney
Adept listener
Solution focused.
Intelligent with “an incredible memory”

PERSONALITY:

Even tempered.
Calm under pressure
Assertive when necessary
Enjoys community involvement.

INTERPERSONAL CHARACTERISTICS:

Clear and thorough communicator
Gets to the heart of issues.
Does her research - doesn't “shoot from the hip”

MANAGEMENT:

A team leadership style
Well organized
Supportive
An inspirational leader.

QUALIFICATIONS APPRAISAL GUIDE

Iola Thomas Mosley

	Very strong evidence that skill is present (5 Points)	Strong evidence that skill is present (4 Points)	Some evidence that skill is present (3 Points)	Strong evidence that skill is not present (1-2 Points)	Very strong evidence that skill is not present (0 Points)	Insufficient evidence for or against skill (0 Points)
GENERAL IMPRESSIONS: Behavior and appearance appropriate to the job; poise, tact, neatness and grooming and professional maturity.						
BACKGROUND: Type of and quality of experience, appropriate education and reasons for job changes.						
PRESENTATION: Communication skills; ability to understand implications of questions and to make clear and direct replies; ability to select, organize and present ideas; clarity of speech and appropriate use of language.						
JOB EFFECTIVENESS: Ability to perform the duties of the job; industrious, dependable and properly assertive; ability to deal effectively with practical problems of the job; interpersonal skills appropriate for the job.						
ADMINISTRATION: Ability to perform in an administrative capacity; understanding of the principles and practices of management and leadership; ability to lead, direct, and coordinate the work of others; understanding of the political process and ability and willingness to work within it.						

Total Points _____

Comments

Interviewer Signature: _____

Date: _____

