**A picture containing icon

Description automatically generated­­­SCS HIRING FRAMEWORK**

Supplemental Question Response Qualification Guide

**Position Information**

|  |  |  |
| --- | --- | --- |
| Job Title: | Position Number: | Job Code: |
| Reviewer: | | |

**Supplemental Question Response Qualification Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **Not qualified** | **Marginally Qualified** | **Qualified** | **Well-Qualified** |
| **1** | **2** | **3** | **4** |
| * Response does not demonstrate the critical competency * Response lacks examples to support response * Response indicates extensive training required | * Response inconsistently demonstrates behaviors that exhibit the competency * Response contains generalized examples to support response * Response indicates some training required | * Response demonstrates behaviors that exhibit the competency * Response contains specific and relevant examples to support response * Response indicates minimal training required | * Response demonstrates behaviors that exhibit the competency * Response contains specific and relevant examples that are fully elaborated * Response indicates no training required |

Use the qualification rubric to uniformly evaluate the supplemental question responses for each applicant using the 1-4 scale.

**Supplemental Question Response Qualification Sheet**

Record each applicant’s name and the qualification rating points for each supplemental question response on the qualification sheet below.

In the Rating Summary Section below, calculate the *total qualification points*, the *total possible qualification points*, and the *overall percentage*.

* To calculate the *total qualification points*, add the qualification points for each question asked in this stage of the hiring process.
* To calculate the *total possible qualification points*, add the possible qualification points for each question asked in this stage of the hiring process. (Note: The possible qualification points for each supplemental question response is 4.)
* To calculate the *overall percentage*, divide the *total qualification points* by the *total possible qualification points* and multiply by 100.

Example: *(total qualification points*) ÷ (*total possible qualification points*) X 100 = o*verall percentage*.

(Note: While 75% or higher represents qualified candidates, scoring below 75% does not automatically eliminate a candidate from hiring consideration.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplemental Question Response Qualification Sheet** | | | | |
| **Applicant Name/Qualification Points** | **Rating Summary Section** | | | **Objective Notes** |
| Total Qualification Points | Total Possible Qualification Points | Overall Percentage |
| Ex: Marya Grincant: 1,2,2 | 5 | 12 | 42% | Responses lack specific examples. |
| Ex: Jaron Bulles: 2,3,4 | 9 | 12 | 75% | Reponses are specific and minimal training required. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplemental Question Response Qualification Sheet** | | | | |
| **Applicant Name/Qualification Points** | **Rating Summary Section** | | | **Objective Notes** |
| Total Qualification Points | Total Possible Qualification Points | Overall Percentage |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |