

Interview Activity Guide Directions:

1. Fill in the Position Information section with the applicant's name, job title, position number/job code, the interviewer's name, and the interview activity date.
2. Use the qualification rubric to uniformly evaluate each candidate's activity response(s) using the 1 – 4 scale.
3. Record the competency, definition, panel member asking the question, and associated interview question in the spaces provided on the *Interview Activity Rating* page. (Note: The competency, definition, and associated interview question can be copied directly from the SCS Hiring Framework Generator download.) Objective notes may be entered in the designated area.
4. Record the interview activity in the *Interview Activity* section. (Note: The Interview Activity can be copied directly from the SCS Hiring Framework Generator download.)
5. After the candidate completes the activity, assign the qualification rating points for each competency being evaluated from the drop-down menu on the *Interview Activity Rating* page.
 - a. Calculate the *total qualification points*, the *total possible qualification points*, and the *applicant average*.
 - i. To calculate the *total qualification points*, add the qualification points for each question asked in this stage of the hiring process. Select the total score from the drop-down menu.
 - ii. To calculate the *total possible qualification points*, add the possible qualification points for each competency being evaluated. Select the total possible points from the drop-down menu. (Note: The possible qualification points for each competency is 4.)
 - iii. To calculate the applicant average, divide the *total qualification points* by the *total possible qualification points* and multiply by 100.
 1. EXAMPLE: $(\text{total qualification points}) \div (\text{total possible qualification points}) \times 100 = \text{applicant average}$.
6. Use the *Interview Activity Guide: Multi-Candidate Rating Page* to compile all evaluator's scores for each applicant.
 - a. Fill in each applicant's name and their average score from each evaluator.
 - b. Calculate the applicant's average score by adding each evaluator's average and dividing by the total number of evaluators.
 - i. EXAMPLE: $(\text{Evaluator 1 average} + \text{Evaluator 2 average} + \text{Evaluator 3 average}) \div 3 = \text{overall average}$.
 - ii. EXAMPLE: $(\text{Evaluator 1 average} + \text{Evaluator 2 average} + \text{Evaluator 3 average} + \text{Evaluator 4 average}) \div 4 = \text{applicant average}$.

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

Note: SCS provides structured interview tools as a performance support resource. Be sure to adhere to your agency's HR policies and procedures regarding the hiring process.

Position Information

Candidate Name		Position Number/Job Code	
Job Title		Evaluator	
Interview Activity Date			

Qualification Rubric

Not Qualified	Marginally Qualified	Qualified	Well-Qualified
1	2	3	4
<ul style="list-style-type: none"> • Applicant does not answer the question or repeats the question • Response does not contain specific and/or relevant examples to support response • Response indicates extensive training may be required 	<ul style="list-style-type: none"> • Applicant answers the question • Response contains generalized or vague examples to support response • Response indicates training may be required 	<ul style="list-style-type: none"> • Applicant answers the question • Response contains specific and relevant examples to support response • Response indicates minimal training may be required 	<ul style="list-style-type: none"> • Applicant answers the question • Response contains specific and relevant examples that reveals expertise or a deep mastery of the competency • Response indicates the ability to train others

Interview Activity Rating Summary

Directions: Use this section to calculate the candidate's total number of possible qualification points, total number of earned qualification points, and applicant average.

Total Qualification Points	
Total Possible Qualification Points	
Applicant Average	

Interview Activity

Directions: Use this section to paste the interview activity from the SCS Hiring Framework Generator.

Additional Notes