Interview Guide Directions:

1. Fill in the Position Information section with the applicant's name, job title, position number/job code, the evaluator's name, the interview date, and the interview type. (For example: Virtual Interview, Phone Interview, In-Person Interview)
2. Use the qualification rubric to uniformly evaluate each candidate's interview question responses 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 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.
    a. Note: Each interview panel member will need a copy of pages 1 – 5.
4. After the interview, assign the qualification rating points for each interview question from the drop-down menu on the *Interview 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. If question is not used, select 'N/A' from the drop-down menu.
        iii. To calculate the *total possible qualification points*, add the possible qualification points for each question asked. Select the total possible points from the drop-down menu. (Note: The possible qualification points for each interview question is 4.)
        iv. To calculate the applicant average, divide the *total qualification points* by the *total possible qualification points* and multiply by 100.
            1. EXAMPLE: (total qualification points) ÷ (total possible qualification points) × 100 = *applicant average.*
5. Use the *Interview 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 overall average score by adding each evaluator's average and dividing by the total number of evaluators.
        i. EXAMPLE: (Evaluator 1 average + Evaluator 2 average + Evaluator 3 average) ÷ 3 = *overall average.*
        ii. EXAMPLE: (Evaluator 1 average + Evaluator 2 average + Evaluator 3 average + Evaluator 4 average) ÷ 4 = *overall 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 Date		Interview Type	

Qualification Rubric

Not Qualified	Marginally Qualified	Qualified	Well-Qualified
1	2	3	4
• 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	• Applicant answers the question • Response contains generalized or vague examples to support response • Response indicates training may be required	• Applicant answers the question • Response contains specific and relevant examples to support response • Response indicates minimal training may be required	• 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 Rating

Directions: Record the competency, definition, panel member asking the question, interview question, and qualification points in the spaces provided for each question. (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.

Competency	Definition	Panel Member	Interview Question	Objective Notes	Qualification Points

Interview Rating Continued

Directions: Record the competency, definition, panel member asking the question, interview question, and qualification points in the spaces provided for each question. (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.

Competency	Definition	Panel Member	Interview Question	Objective Notes	Qualification Points

Interview Rating Summary

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

Total Qualification Points	
Total Possible Qualification Points	
Applicant Average	

Applicant Questions

Directions: Use this section to document the questions asked by the applicant.

Question	Which panel member answered?

Interview Guide: Multi-Candidate Rating

Directions: Use this page to combine all evaluator's averages and calculate the applicant's average.

Applicant Name	Evaluator 1 Avg.	Evaluator 2 Avg.	Evaluator 3 Avg.	Evaluator 4 Avg.	Evaluator 5 Avg.	Evaluator 6 Avg.	Evaluator 7 Avg.	Applicant Average

Additional Notes