

Multi-Candidate Dashboard Guide Directions:

1. Fill in the Position Information section with the job title, position number, job code, and panel members' names.
2. Fill in the *Multi-Candidate Dashboard* with applicable information.
3. Calculate the applicants' *Total Interview Average* by adding all *overall averages* and dividing by the number of averages.
 - a. EXAMPLE: (Supplemental Question Average + 1st Interview Average + 2nd Interview Average + Interview Activity Average) ÷ 4 = *total interview average*.
 - b. EXAMPLE: (Supplemental Question Average + 1st Interview Average + 2nd Interview Average + 3rd Interview Average + Interview Activity Average) ÷ 5 = *total interview 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

Job Title	
Position Number	
Job Code	
Interview Panel Members	

Additional Notes