

# SCS Hiring Framework Multi-Candidate Dashboard Guide

#### 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 +  $1^{st}$  Interview Average +  $2^{nd}$  Interview Average + Interview Activity Average)  $\div$  4 = total interview average.
  - b. EXAMPLE: (Supplemental Question Average +  $1^{st}$  Interview Average +  $2^{nd}$  Interview Average +  $3^{rd}$  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 |  |  |  |



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**Directions:** Update the table below with the listed information for each applicable section of the interview. Then calculate the Total Interview Average. If an option is not used, enter "N/A" in the column.

| Supplemental Question Overall Average | 1 <sup>st</sup> Interview<br>Overall Average | 2 <sup>nd</sup> Interview<br>Overall Average | 3 <sup>rd</sup> Interview<br>Overall Average | Interview Activity<br>Overall Average | Total Interview<br>Average |
|---------------------------------------|--|--|--|---------------------------------------|----------------------------|
|                                       |  |  |  |                                       |                            |
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| Additional Notes |
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