

Supplemental Question Response Guide Directions:

1. Fill in the Position Information section with the applicant's name, job title, position number/job code, the evaluator's name, and the date the evaluation of the responses took place.
2. Use the qualification rubric to uniformly evaluate the supplemental question responses for each applicant using the 1 – 4 scale.
3. Record each applicant's name and assign the qualification rating points for each supplemental question response from the drop-down menu on the *Supplemental Question Response Rating Summary* 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 supplemental question is 4.)
 - iv. To calculate the applicant percentage, divide the *total qualification points* by the *total possible qualification points* and multiply by 100.
 1. EXAMPLE: $(\text{total qualification points}) \div (\text{total possible qualification points}) \times 100 = \text{applicant average}$.
4. Use the *Supplemental Question Response Notes* page to document objective notes.
5. Use the *Supplemental Question: 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: $(\text{Evaluator 1 average} + \text{Evaluator 2 average} + \text{Evaluator 3 average}) \div 3 = \text{overall average}$.
 - ii. EXAMPLE: $(\text{Evaluator 1 average} + \text{Evaluator 2 average} + \text{Evaluator 3 average} + \text{Evaluator 4 average}) \div 4 = \text{overall average}$.

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	
Evaluation 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

Supplemental Question Response Notes

Directions: Use this page to record objective notes for each applicant.

Applicant Name	Objective Notes

Additional Notes