

Interview Activity Guide Directions:

1. Fill in the Position Information section with the candidate's name, job title, position number/job code, the panelist's name, and the interview activity.
2. Use the qualification rubric to uniformly evaluate the candidate's interview activity response using the 1 – 5 scale.
3. Record the competency, definition, and associated qualified behaviors in the spaces provided on the *Interview Activity Scoring Matrix* page. (Note: The competency, definition, and associated qualified behaviors can be copied directly from the Louisiana Competency Model).
 - a. Note: Each interview panel member will need a copy of pages 1 – 5.
4. 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 Scoring Matrix* page.
 - a. Calculate the *total earned points*, the *total possible qualification points*, and the *candidate average*.
 - i. To calculate the *total earned 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 the interview activity is 5).
 - iii. To calculate the candidate average, divide the *total earned points* by the *total possible qualification points* and multiply by 100.
 1. EXAMPLE: $(\text{total earned points}) \div (\text{total possible qualification points}) \times 100 = \text{candidate average}$.
5. Use the *Interview Activity: Multi-Candidate Rating* page to compile all panelists' scores for each candidate.
 - a. Fill in each candidate's name and their average score from each panelist.
 - b. Calculate the candidate's overall average score by adding each panelist's average and dividing by the total number of panelists.
 - i. EXAMPLE: $(\text{Panelist 1 average} + \text{Panelist 2 average} + \text{Panelist 3 average}) \div 3 = \text{overall average}$.

Note: While 60% or higher represents qualified candidates, scoring below 60% 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		Panelist	
Interview Activity		Interview Activity Date	

Qualification Rubric

Not Qualified	Marginally Qualified	Qualified	Well-Qualified	Exceptionally Qualified
1	2	3	4	5
<ul style="list-style-type: none"> Provides no response or only repeats the question Offers no relevant example or connection to the competency Does not describe what they did or what resulted Shows no evidence of the competency in action 	<ul style="list-style-type: none"> Gives a vague or incomplete response Provides an example that is unclear, generic, or only loosely related to the competency Describes actions that are minimal, unfocused, or ineffective Shows limited understanding or inconsistent use of the competency 	<ul style="list-style-type: none"> Provides a clear and relevant response that includes what was done and what resulted Describes actions that demonstrate understanding and proper application of the competency Communicates a logical sequence of events or decisions Demonstrates solid performance that meets normal job expectations 	<ul style="list-style-type: none"> Provides a clear and organized response that shows thoughtful application of the competency Describes actions that take into account multiple factors, needs, or perspectives Explains decisions and outcomes that show understanding of broader impacts Demonstrates performance that goes beyond the routine requirements of the role 	<ul style="list-style-type: none"> Provides a well-supported response that shows advanced application of the competency Describes actions that influence others, improve practices, or drive meaningful results Explains reasoning or approach that shows deep understanding and insight Demonstrates ability to model or extend the competency to high-impact situations

Interview Activity Scoring Matrix

Directions: Record the competency, definition, associated qualified behaviors, and earned points in the spaces provided for each question. (Note: The competency, definition, and associated qualified behaviors can be copied directly from the Louisiana Competency Model).

Competency	Definition	Examples of Qualified Behaviors	Earned Points

Interview Activity Scoring Matrix Continued

Directions: Record the competency, definition, associated qualified behaviors, and earned points in the spaces provided for each question. (Note: The competency, definition, and associated qualified behaviors can be copied directly from the Louisiana Competency Model).

Competency	Definition	Examples of Qualified Behaviors	Earned Points

Interview Activity Scoring Summary

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

	Total Earned Points	
	Total Possible Qualification Points	
	Candidate Average	

Candidate Questions

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

Question	Which panel member answered?

Interview Activity: Multi-Candidate Rating

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

Candidate Name	Panelist 1 Avg.	Panelist 2 Avg.	Panelist 3 Avg.	Panelist 4 Avg.	Panelist 5 Avg.	Panelist 6 Avg.	Panelist 7 Avg.	Candidate Average