Interview Guide Directions:

1. Fill in the Position Information section with the candidate's name, job title, position number/job code, the panelist'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 – 5 scale.
3. Record the competency, definition, panel member asking the question, and associated interview question in the spaces provided on the *Interview Scoring Matrix* page. (Note: The competency, definition, and associated interview question can be copied directly from the SCS Hiring Framework Generator download).
   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 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. If a 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 5).
      iv. To calculate the candidate average, divide the *total earned points* by the *total possible qualification points* and multiply by 100.
         1. EXAMPLE: (total earned points) ÷ (total possible qualification points) × 100 = *candidate average.*
5. Use the *Interview Guide: 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: (Panelist 1 average + Panelist 2 average + Panelist 3 average) ÷ 3 = *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.

SCS Hiring Framework
Interview Guide

Position Information

Candidate Name		Position Number/Job Code	
Job Title		Panelist	
Interview Date		Interview Type	

Qualification Rubric

Not Qualified	Marginally Qualified	Qualified	Well-Qualified	Exceptionally Qualified
1	2	3	4	5
• 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	• 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	• 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	• 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	• 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 Scoring Matrix

Directions: Record the competency, definition, panel member asking the question, interview question, and earned 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).

Competency	Definition	Panel Member	Interview Question	Earned Points

Interview Scoring Matrix Continued

Directions: Record the competency, definition, panel member asking the question, interview question, and earned 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).

Competency	Definition	Panel Member	Interview Question	Earned Points

Interview Scoring Summary

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