

Application/Interview Rating Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position No. \_\_\_\_\_

Check Applicable Rating (Use separate form for each)

<b>Application Rating</b> _____ <b>Minimum Qualifications Met</b> _____ <b>Action: Schedule Interview</b> _____  <b>Rejected</b> _____ <b>Reason</b> _____
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<b>Interview Rating</b> _____ <b>Action: Hired:</b> _____ <b>Rejected:</b> _____
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KSA's (in order of importance) – See: Knowledge, Skills, and Abilities on job description; and any other job related requirements necessary (see instruction sheet).

<b>PART A</b>	<b><u>PART C</u></b> <b>Weight</b>	<b><u>PART E</u></b> <b>Rating</b>	<b><u>PART F</u></b> <b>WXR</b>
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			
11. _____			
12. _____			
13. _____			

Score: \_\_\_\_\_

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**PART B**

Total of weights for number of KSA's

	1	2	3	4	5	6	7	8	9	10
1	50	30	25	21	17	15	14	12	10	10
2		20	16	16	14	12	11	10	9	9
3			9	8	10	9	8	7	7	6
4				5	6	7	7	7	5	6
5					3	5	6	6	5	5
6						2	3	4	5	5
7							2	2	5	4
8								2	3	4
9									1	1
10										1

RANK

**Instructions**

Application/Interview Rating Form

This form is used for two separate procedures, (1) the application rating and (2) the interview rating. Use a separate form for each.

All **applicable** KSA's (Knowledge, Skills, and Abilities) from the job description issued by the Office of Personnel Management must be listed. In addition, those KSA's that are not on this list, but are appropriate, must be determined and listed.

**KSA Definitions**

**Knowledge:** An understanding of facts or principles related to a particular subject or subject area.

**Skill:** Ability to **perform** psychomotor acts with ease and precision.

**Ability:** The **present power** to perform a function, physical or mental.

**Application/Interview Rating Form****KSA Rating Scale**

Prior to collecting any information on any application or applicant for a position, record the KSA's on this form, Part A.

**Application Rating:**

1. Review an application.
2. Check application rating box.
3. Rate the applications on each KSA, using the KSA rating scale, Part D. Record these ratings (0-10) in column headed rating Part E.
4. Multiply the weight X rating and record in column WXR, Part F.
5. Sum the products in column WXR, Part F. This number is the application rating score.
6. Complete the application rating box.

**Interview Rating:**

1. Review applicants' work records, work history, and the interview.
2. Check interview rating box.
3. Rate the applicants on each KSA, using the KSA rating scale, Part D. Record these ratings (0-10) in column headed rating, Part E.
4. Multiply the weight X rating and record in column WXR, Part F.
5. Sum the products in column WXR, Part F. This number is the interview rating score.
6. Complete interview rating box.

Using the table of weights for the number of KSA's you have, Part B, record this column of numbers in the column marked weights, Part C. For example, if eight (8) KSA's are listed on the work table, use column 8 in the table of weights and record those weights (12,10,7,7,6,4,2,2) in Part C, weight.

**PART D**

Evidence to be used in rating an applicant's degree of possession of a particular KSA characteristics shall be defined as: 1.) the completed application form, 2.) other written materials gathered or presented, and 3.) the actual interview.

**Score 0:** There is clear and convincing evidence that the applicant does not possess the characteristics.

**Score 1:** There is considerable evidence that the applicant does not possess the characteristic.

**Score 2:** The evidence is unclear as to whether or not the applicant possesses the characteristic, but there are some indications that he/she does not.

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- Score 3:** The evidence neither does nor does not indicate that the applicant possesses the characteristic. The assessment is neutral as it did not “measure” anything.
- Score 4:** The evidence is unclear with limited indications that the applicant does possess the characteristic.
- Score 5:** The evidence is unclear. There are several indications that the applicant does possess the characteristics. However, a minimally acceptable degree of the characteristic possession for adequate performance of the job function is not.
- Score 6:** The evidence is mixed. The applicant does possess the characteristic. However, while presence of the characteristic is easily identified, a minimally acceptable degree of its possession for adequate performance of the job function is uncertain.
- Score 7:** The evidence clearly indicates that the applicant does possess the characteristic to an adequate degree. However, there is also evidence of factors that limit the applicant.
- Score 8:** The evidence clearly indicates that the applicant possesses the characteristic at a level required for adequate levels of job function performance.
- Score 9:** The evidence clearly supports a judgment that the applicant possesses the characteristic at a level higher than required for adequate levels of job function performance.
- Score 10:** The evidence is clear and convincing that the applicant possesses the characteristic at a level significantly higher than required for adequate levels of job performance.