



NC DEPARTMENT OF PUBLIC SAFETY

Interview Rating

Be sure to enter AM or/ PM after hr/min (e.g., 3:15 PM)

Begin Time _____ End Time _____ Date _____

Job Class Title _____ Interview Location _____

Interviewer (Print) _____ Position Number _____

Interviewer (Signature) _____ Overall Response Rating _____

Applicant Name (Print) _____

During the Interview

1. **During this phase, the Interviewer will:**
 - A. **Ask the Structured Interview questions;**
 - B. **Record the applicant's responses on the Interview Rating [Short version] (Form HR 006); and**
 - C. **Complete an Interview Rating [Short version] (Form HR 006) for each applicant interviewed for the position.**

2. **Questions:**
 - A. **Questions asked are based on job-related criteria;**
 - B. **The same questions are asked of all applicants; and**
 - C. **Questions asked of applicants are asked in the same order.**

NOTE: If more than 10 KSAs/questions, use the Interview Rating Addendum (Short version) to enter additional KSAs/questions.

Are there more than 10 KSAs/questions for this interview?

- Yes. If "Yes," indicate the number of additional pages used/attached here:
- No

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 1

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 2

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 3

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 4

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 5

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 6

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 7

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 8

Notes

Applicant Response Rating

Question Benchmarks	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 9

Notes

Applicant Response Rating

Question Benchmarks	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

KSA (Knowledge, Skills, Abilities) / Competencies - This information is found on the position description, OSP's Class Specs, and the Request to Post (Form HR 001).

Question 10

Notes

Applicant Response Rating

<i>Question Benchmarks</i>	<input type="radio"/> Poor	<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Above Average	<input type="radio"/> Excellent

(Applicant Name (Print))

(Date)

Summary Results of Interview

Overall Response Rating:

1. Select one of the ratings below; then,
2. Select/record the same rating:
 - A. In the "Interview/Interviewer" section of page 1 of this form by selecting it from the drop-down list of the "Overall Response Rating" field; and
 - B. On the Interview Summary (Form HR 007).

Poor **Below Average** **Average** **Above Average** **Excellent**

Interviewer (Print) _____

NOTE: RETURN this completed form to your Hiring Manager or HR Recruiter with the Interview Summary (Form HR 007).