**Employment Interview Panel Rating Sheet, LMC Model Form**

*Helpful background information on this model may be found in the* [*Hiring Chapter*](https://www.lmc.org/resources/hr-reference-manual-chapter-2-hiring/) *of the Human Resources Reference Manual.*

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| ***(Sample position)* Police Officer Interview Panel Rating Sheet** |

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| **Applicant’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Interview Panel Member’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **ESSENTIAL / DESIRABLE CRITERIA** | **TESTED BY QUESTION** | **COMMENTS** | **Rating**  **1 = low**  **5 = high** |
| 1. **Related Experience**  \*Job history/stability  \*Other related experience  \*Prior responsibility levels  \*Educational background |  |  |  |
| 2. **Motivation/Attitude**  \*Ability to get projects done in a timely manner (motivation)  \*Ability to work well with a team (attitude  \*Ability to handle conflict in a constructive way  \*Ability to lead a diverse team (leadership positions)  \*Ability to connect with diverse groups of people  \*Ability to show enthusiasm when needed |  |  |  |
| 3.**Use of judgment**  \* Ability to see cause/effect relationship of alternative course of action  \* Shows a willingness to accept responsibility  \* Identifies what was learned or focuses on what could have been done even better |  |  |  |
| 4. **Interest in the position/PD**  **\*** Discusses the positive aspects of the PD, position, people  ***Red Flag:*** *Only talks about what the PD can do for applicant or why the current or a past position isn’t/wasn’t good enough.* |  |  |  |
| 5. **Communication Skills**  \* Expresses thoughts in clear and understandable manner  \* Good body, language, etc.  \* Organization of thoughts  \* Actively listens, answers questions clearly |  |  |  |
|  |  | | **Total Interview Score** |