**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** |