

PANEL INTERVIEW ASSESSMENT

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

Applicant's Name: _____

Date: _____

Position Applying For: _____

The Human Resource representative from the interview panel will complete this form for each applicant based on the ratings provided by all panel members. Record each panel member's individual job-specific and correctional work KSAO ratings from the "Panel Interview Individual Rating Form" in the corresponding rater column. Indicate overall assessment in the last column.

U = Unacceptable		A = Acceptable		E = Excellent		N/R = Not Rated												
KSAO	RATER #1				RATER #2				RATER #3				RATER #4				OVERALL	
JOB-SPECIFIC KSAOs (non-correctional officer only)	U	A	E	N/R	U	A	E	N/R	U	A	E	N/R	U	A	E	N/R	U	A
CORRECTIONAL WORK KSAOs:																		
1. Ability to work independently with a minimum of supervision	U	A	E		U	A	E		U	A	E		U	A	E		U	A
2. Ability to pay attention to detail	U	A	E		U	A	E		U	A	E		U	A	E		U	A
3. Ability to use time and resources effectively to meet deadlines	U	A	E		U	A	E		U	A	E		U	A	E		U	A
4. Ability to reason soundly and think out practical solutions to problems	U	A	E		U	A	E		U	A	E		U	A	E		U	A
5. Ability to act quickly and decisively under pressure while adhering to emergency instructions	U	A	E		U	A	E		U	A	E		U	A	E		U	A
6. Ability to function effectively and make decisions independently and objectively under trying circumstances	U	A	E		U	A	E		U	A	E		U	A	E		U	A
7. Ability to enforce rules and regulations and make decisions in a fair and impartial manner	U	A	E		U	A	E		U	A	E		U	A	E		U	A
8. Ability to effectively communicate with others in a tactful and diplomatic manner	U	A	E		U	A	E		U	A	E		U	A	E		U	A
9. Ability to establish and maintain good working relationships with individuals of differing backgrounds, races, ages, religions, sexes, cultures, and behavioral patterns	U	A	E		U	A	E		U	A	E		U	A	E		U	A
10. Ability to effectively utilize data in writing concise, clear and understandable reports	U	A	E		U	A	E		U	A	E		U	A	E		U	A

Rater #1: _____

Name

Position Title

Rater #2: _____

Name

Position Title

Rater #3: _____

Name

Position Title

Rater #4: _____

Name

Position Title

Name of Person Completing this form: _____

Signature: _____