BP-A0473
JUN 10

PANEL INTERVIEW WRITING SAMPLE

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

Applicant's Name: _____ Date: _____

Position Applying For: _____

INSTRUCTIONS TO APPLICANT: Bureau of Prisons employees are frequently required to write reports, make entries in logs, and respond to correspondence. To help us evaluate your writing skills, please complete the following writing exercise.

You will be presented with two videotaped correctional work scenarios. View the first scenario as practice only; do not write about the first scenario. For the second scenario, imagine that you witnessed this situation at the institution. As a witness, you would be required to write a report describing the situation for institution staff who were not present. For this exercise, write a report for your supervisor discussing the videotaped scenario.

In preparing your report, remember that the report will be conveying critical information to your supervisor who was not present during the incident. In order to be as thorough as possible when addressing the above questions, you may take notes while viewing the video.

After viewing the video, you will be given 15 minutes to complete this exercise. Please limit your report to the space provided below and on the continuation sheet.

PANEL INTERVIEW WRITING SAMPLE (continued)

Applicant's Name: