

Rating Guide

Use this guide during all assessments to determine resume review ratings, interview ratings, and assessment outcomes, along with your competency and proficiency levels.

Resume Review Ratings

- **Move Forward:** Required competencies and proficiency levels adequately reflected to warrant further evaluation.
- **Does Not Move Forward:** Required competencies and proficiency levels not adequately reflected.

Resume Review Outcomes

SME1 Rating	SME2 Rating	Resume Review Outcome
Move Forward	Move Forward	Move Forward
Move Forward	Does Not Move Forward	Tiebreaker Needed
Does Not Move Forward	Does Not Move Forward	Does Not Move Forward

In the event of a tie, the tiebreaker makes the final decision.

Interview Assessment Ratings for HR

2: Exceeds Requirements: Give the applicant a "2" if the SME determined that the applicant's answers met all required proficiency levels for required competencies AND exceeded at least one.

1: Meets Requirements: Give the applicant a "1" if the SME determined that the applicant's answers met the required proficiency levels for all required competencies.

0: Does Not Meet All Requirements: Give the applicant a "0" if the SME determined that the applicant's answers did not meet proficiency levels for some or all competencies.

Interview Results Key for HR

Interview 1 Assessment Rating	Interview 2 Assessment Rating	Overall Outcome	Final Score
1	1	Applicant Meets Qualifications	70
1	2	Applicant Meets Qualifications	85
2	1	Applicant Meets Qualifications	85
2	2	Applicant Meets Qualifications	100
1 or 2	0	Applicant Does Not Meet Qualifications	
0	N/A	Does Not Move Forward to Interview Two	