**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 |  |