**{AGENCY}**

**Practical Assessment – {JOB-TITLE}**

**Review and Proficiency Determination**

Instructions

1. Save the document using the naming convention: [ApplicantName]-AssessmentReview (i.e., JaneDoe-AssessmentReview)
2. Review the applicant’s answers to the practical assessment.
3. Complete the proficiency determination and analysis.
   1. You may stop recording determinations when you assess the response has not met a required competency.
4. E-mail this document to {E-MAIL} by the end of the next business day of receipt.

|  |  |
| --- | --- |
| **Applicant Name:** |  |
| **Assessment Date:** |  |
| **SME Reviewer Name:** |  |
| **HR Specialist Name:** |  |

**Practical Assessment Details**

<include the assessment prompt and any questions here>

**Proficiency Determination**

## {COMPETENCY-1}

<insert COMPETENCY-1 description>

**Example aspects of a good response:**

* <insert example aspect>
* <insert example aspect>
* <insert example aspect>

#### Select the applicant’s proficiency level for this competency:

|  |  |
| --- | --- |
| **\_\_\_\_\_\_** | **Does not meet** |
| **\_\_\_\_\_\_** | **Meets (Minimum qualification)**  <insert “meets” PROFICIENCY-LEVEL-1 description> |
| **\_\_\_\_\_\_** | **Exceeds**  <insert “exceeds” PROFICIENCY-LEVEL-1 description> |

## {COMPETENCY-2}

<insert COMPETENCY-2 description>

**Example aspects of a good response:**

* <insert example aspect>
* <insert example aspect>
* <insert example aspect>

#### Select the applicant’s proficiency level for this competency:

|  |  |
| --- | --- |
| **\_\_\_\_\_\_** | **Does not meet** |
| **\_\_\_\_\_\_** | **Meets (Minimum qualification)**  <insert “meets” PROFICIENCY-LEVEL-2 description> |
| **\_\_\_\_\_\_** | **Exceeds**  <insert “exceeds” PROFICIENCY-LEVEL-2 description> |

## {COMPETENCY-3}

<insert COMPETENCY-3 description>

**Example aspects of a good response:**

* <insert example aspect>
* <insert example aspect>
* <insert example aspect>

#### Select the applicant’s proficiency level for this competency:

|  |  |
| --- | --- |
| **\_\_\_\_\_\_** | **Does not meet** |
| **\_\_\_\_\_\_** | **Meets (Minimum qualification)**  <insert “meets” PROFICIENCY-LEVEL-3 description> |
| **\_\_\_\_\_\_** | **Exceeds**  <insert “exceeds” PROFICIENCY-LEVEL-3 description> |

## {COMPETENCY-4}

<insert COMPETENCY-4 description>

**Example aspects of a good response:**

* <insert example aspect>
* <insert example aspect>
* <insert example aspect>

#### Select the applicant’s proficiency level for this competency:

|  |  |
| --- | --- |
| **\_\_\_\_\_\_** | **Does not meet** |
| **\_\_\_\_\_\_** | **Meets (Minimum qualification)**  <insert “meets” PROFICIENCY-LEVEL-4 description> |
| **\_\_\_\_\_\_** | **Exceeds**  <insert “exceeds” PROFICIENCY-LEVEL-4 description> |

## Assessment Analysis

Write a few sentences analyzing the applicant’s responses

*<SMEs enter assessment analysis here>*

**HR USE ONLY – Assessment Score**

**Record which level the applicant meets for each competency based on the SME determinations above by marking in X in the appropriate column:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Does Not Meet** | **Meets** | **Exceeds** |
| **{COMPETENCY-1}** |  |  |  |
| **{COMPETENCY-2}** |  |  |  |
| **{COMPETENCY-3}** |  |  |  |
| **{COMPETENCY-4}** |  |  |  |

|  |  |
| --- | --- |
| **Final Rating** | **Rating (0 – 2)** |
| **{JOB-TITLE}** |  |

**Rating Definitions (ratings are not averages)**

**0 - Does Not Meet Requirements:** Give the applicant a "0" if the SME determined that the applicant’s answers did not meet some or all of the required competencies.

**1 - Meets Requirements:** Give the applicant a "1" if the SME determined that the applicant’s answers were all at or above the meets level of the required competencies.

**2 - Exceeds Requirements**: Give the applicant a "2" if the SME determined that the applicant’s answers were at the meets level of the required competencies AND the exceeds level for at leastt two competancies.

*// comment for template readers: your SMEs may determine that these rating definitions are not appropriate during job analysis. The definitions should be cleared with SMEs prior to finalizing the assessment.*