

INTERVIEW SHEET

Name: _____ Agency: _____

Field of Study _____ Position: _____

Rate the Candidate in each dimension with the following points:

Dimension / Traits	Rating
1. Communication Skills/Alertness	25%
2. Conscientiousness and Determination	25%
3. Creativity and Innovativeness	25%
4. Judgement/Analytical Skills	25%
TOTAL	100%

I. COMMUNICATION SKILLS/ALERTNESS

The ability to present ideas – the manner the nominee speaks, the voice modulation, the way of expressing oneself and the command of the English language. The ability of the candidate to easily grasp meaning and appropriately respond to questions shall also be observed.

Rating _____

II. CONSCIENTIOUSNESS AND DETERMINATION

Commitment, patience, perseverance or the act of deciding definitely and firmly and the idea of not giving up until the goal of completing the tasks/degree is achieved.

Rating _____

III. CREATIVITY AND INNOVATIVENESS

The ability to develop new methods, systems, processes, using one's innovativeness. Creativity to apply learnings on the job is also a crucial factor.

Rating _____

IV. JUDGEMENTAL/ANALYTICAL SKILLS

Candidate's ability to think of alternative courses of action and making sound decisions. Does the candidate impress you as a person whose judgment would be dependable even under stress? Does the interviewee's reply give you reassuring evidence of being able to solve and analyze a problem in a logical systematic way?

Rating _____

Remarks/Comments:

___ PASSED

___ FAILED

Interviewer's Signature Overprinted Name

Noted:

Chairman/Date Interviewed:

A candidate who gets a general rating of 80% passes the ORAL INTERVIEW. The interview will indicate in the final rating PASSED or FAILED only.

A Failing mark must be validated by the PSB Chairman by conducting another interview.

This interview sheet shall remain with the PSB Chairman. Only a list of interviewees with the corresponding rating will be sent to HRD Office.

PSBF-B

EDUCATION, TRAINING AND EXPERIENCE (ETE) RATING FORM (15%)

Name of Applicant :

Current Position :

Office :

EDUCATION (40 pts)		Candidate's Points/Rating	Remarks Other Information
Completion of:			
- Baccalaureate Degree	25 pts		
- Masteral Degree	30 pts		
- Another Masteral Degree/LLB	5		
- Ph.D.	5		
- Units Earned(Ph.D. or Masteral):			
3 - 15 units	1		
16 - 30	2		
31 - 45	3		
Finished Academic requirements	4		
		TOTAL:	
TRAINING (20 pts)			
Meets the minimum requirement of the position: 24 hours of training in management and supervision	10 pts		
With additional relevant training hours	10		
<p>Note: An additional 1 point is given for every 8 hours of additional relevant training. Only for the training programs/seminars attended for the last 5 years should be considered. A maximum of 10 points shall be given to either additional or relevant training</p>			
		TOTAL:	
EXPERIENCE (40 pts)			
Meets the minimum supervisory work requirements of the position: 4 years of supervisory work experience	20 pts		
With additional supervisory work experience	5		
With relevant work experience	5		
<p>Note: An additional 2 points are given for every year of supervisory work experience in excess of the required work experience and 1 point for every year of non-supervisory work experience in the second level. A maximum of 10 points each shall be given/allowed to either additional or relevant work experience.</p>			
		TOTAL:	
TOTAL ETE:			X 15%
			Total ETE Points

- 1-4 months of supervisory work experience in excess of the required work experience = .5 point
- 5-6 months = 1.0 point
- 9-11 months = 1.5 points
- 1-5 months of non-supervisory work experience in the second level = .5 point
- 6-11 months = .75 points

POTENTIAL ASSESSMENT FORM
(To be accomplished by the Rater)

Name of Candidate: _____

INSTRUCTIONS

As the immediate supervisor of the candidate, you are to rate him/her on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform, not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

LEVEL	POINT SCORE
Excellent - a standard of performance that may be considered exceptionally good	5 (96% - 100%)
Good - a standard of performance above the average and meets all the normal requirements of the position	4 (90% - 95%)
Average - a standard of performance that meets the normal requirements of the position	3 (85% - 89%)
Fair - a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable	2 (80% - 84%)
Poor - a standard of performance regarded unacceptable for the position	1 (79% & below)

(Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point score.)

I. HUMAN RELATIONS

POINTS

1. Ability to adapt/adjust to the Organization:

- 1.1 Is he/she able to adjust to the variety of personalities, rank and in formal groups present in the organization? _____
- 1.2 Does he/she internalize work changes with ease and vigor? _____

2. Ability to Relate to Supervisors:

- 2.1 How well does he/she respond to your request, demands and expectations? _____
- 2.2 Does he/she appraise you of the significant problems in his/her work, their causes and appropriate steps to be taken to correct them? _____
- 2.3 In the face of differences in behavior between him and you, can he/she maintain his/her individual point of view? _____

3. Ability to Interface with Peers:

- 3.1 Does he/she have the respect and acceptance of his/her peers?
- 3.2 Does he/she try to help his/her peers in clarifying points they are trying to resolve?

4. Ability to Deal with the Clientele/Public:

- 4.1 Is he/she always cordial and respectful in dealing with Transacting public?
- 4.2 Does he/she show enthusiasm in providing the clients' public the necessary advice and assistance they sought for?

II. LEADERSHIP:

- 1. Is he/she able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making?
- 2. Can he/she influence your thinking attitude and behavior and that of his/her peers?
- 3. When assigned with an hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects?
- 4. When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the other members?

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES:

1. Ingenuity and Innovativeness

- 1.1 Is he/she intellectually critical of existing standards, systems and policies?
- 1.2 Does he/she takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?

2. Stress Tolerance

- 2.1 Does he/she have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc?
- 2.2 Is he/she able to control and handle his/her anger and negative emotions?
- 2.3 Does he/she accept criticism objectively whether from his subordinates, peers or superiors?

3. Decisiveness

- 3.1 When you seek from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions or solutions?
- 3.2 When the needs to make a decision is immediate, is he/she able to act quickly and make the best decision possible?

TOTAL POINTS SCORE

RATER: _____

INTERVIEW ASSESSMENT FORM
 (For Physical Characteristics & Personality Traits (PCPT))
 (To be accomplished by the Promotion Board)

INSTRUCTIONS:

You are to rate five candidates on certain characteristics and traits which can be observed when you talk with him/her face to face. Consider whether his/her personal characteristics as manifested during the interview, will be an asset or liability to the position being considered. Make your rating of the candidate's characteristics solely on evidence observed during the interview by putting a check-mark on the proper scale. (Each part of the scale has an equivalent point score).

Be sure to record your rating of the candidate on each of the trait. Do not omit any item. After rating the candidate, accomplish the summary rating form by indicating the point scale obtained in each characteristic. Add the total point scores.

TRAITS

1. **VOICE AND SPEECH.** Is his/her voice inviting or pleasant? Can you easily hear what he/she says? Is his/her speech clear and distinct? Is his/her voice resonant and well-modulated?
 - 1 - Irritating or indistinct
 - 2 - Understandable but rather unpleasant
 - 3 - Neither conspicuously pleasant or unpleasant
 - 4 - Definitely pleasant and distinct
 - 5 - Exceptionally clear and pleasing

2. **APPEARANCE.** Does he/she look like a well-set-up, healthy, energetic person? Has he/she bodily or social characteristics which might seriously hamper him? Is he/she well-groomed or unattractive in appearance?
 - 1 - Unprepossessing or unsuitable
 - 2 - Create rather unfavorable impression
 - 3 - Suitably accepting
 - 4 - Create distinctly favorable impression
 - 5 - Impressive, commands admiration

3. **ALERTNESS.** Does he/she readily grasp the meaning of a question? Is he/she slow to apprehend even the more obvious points? Or does he/she understand quickly even through the idea is new, involved or difficult?
 - 1 - Showing grasping obvious questions; often misunderstands meaning of questions.
 - 2 - Slow to understand subtle points. Require explanation.
 - 3 - Neatly grasps intent of interviewer's questions.
 - 4 - Rather quick to grasping questions and new ideas.
 - 5 - Exceptionally keen and qualified to understand.

4. **SELF-CONFIDENCE.** Does he/she seem to be uncertain of himself/herself, hesitant, lacking in assurance, easily bluffed? Or is he/she wholesomely self-confident and assured?
 - 1 - Timid, hesitant, easily influenced
 - 2 - Appears to be over self-conscious
 - 3 - Moderately confident of himself/herself
 - 4 - Wholesomely self-confident
 - 5 - Shows superb self-assurance

5. **EMOTIONAL MATURITY.** Is he/she emotionally mature? Is he/she touchy, sensitive to criticism, easily upset? Is he/she irritated or impatient when things go wrong? Or does he keep an even keel?
 - 1 - Over sensitive; easily disconcerted.
 - 2 - Occasionally impatient or irritated.
 - 3 - Well poised most of the time.
 - 4 - Superior self command
 - 5 - Exceptionally poised, calm and good humor under stress.

6. **ABILITY TO PRESENT IDEAS.** Does he/she speak logically and convincingly or does he/she tend to be vague, confused, or illogical?

- 1 - Confused and illogical
- 2 - Tends to scatter or to become involved
- 3 - Usually gets his ideas across well
- 4 - Shows superior ability to express himself
- 5 - Unusually logical and confident

7. **JUDGMENT.** Does he impress you as a person whose judgment would be dependable even under stress? Or is he/she hasty, erratic, biased, swayed by his feelings?

- 1 - Notably lacking in balance and restraint
- 2 - Show some tendency to react impulsively and without restraint
- 3 - Acts judiciously or ordinary circumstances
- 4 - Gives reassuring evidence of considered judgment
- 5 - Inspires unusual confidence in probable soundness of judgment

SUMMARY RATING FORM

TRAITS

POINTS

- 1. Voice and Speech
- 2. Appearance
- 3. Alertness
- 4. Self-Confidence
- 5. Emotional Stability
- 6. Ability to Present Ideas
- 7. Judgment

- 5 = 96% - 100%
- 4 = 90% - 95%
- 3 = 86% - 89%
- 2 = 80% - 85%
- 1 = 79% & below

RATER: _____

Date: _____

PSBF-G-1

PCPT Rating Form (5%)

Name : _____

Current Position : _____

Office : _____

Position Applied for : _____

Physical Characteristics and Personality Traits (10%)	Points Allocation	Candidates Rating	Remarks/ Other Information
Appearance (Pleasing Personality)	20		
Alertness (Assertiveness / Group Discussion)	20		
Self-Confidence (Eye contact)	20		
Emotional Maturity (Stress Tolerance)	20		
Decorum (respect, courtesy, good manners and right conduct)	20		
TOTAL	100 points		

X 5%

Applicant's Total Points =

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RATER: _____

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PSBF-G

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4. **EMOTIONAL MATURITY.** Is he/she emotionally mature? Is he/she touchy, sensitive to criticism, easily upset? Is he/she irritated or impatient when things go wrong? Or does he keep an even keel?
 - 1 - Over sensitive; easily disconcerted
 - 2 - Occasionally impatient or irritated
 - 3 - Well poised most of the time
 - 4 - Superior self command
 - 5 - Exceptionally poised, calm and good humor under stress.

5. **DECORUM.**
 - 1 - Shows some tendency to reach impulsively and without restraint
 - 2 - Occasionally use street speak and filler words
 - 3 - Shows respect and courteous in manners and speech
 - 4 - Has shown a great deal of respect
 - 5 - Incorporate professional words and a polished attitude into his presentation