ARKANSAS STATE MILITARY DEPARTMENT

JOB APPLICANT ASSESSMENT WORKSHEET INSTRUCTIONS

KAS CHARACTERISTICS RATING SCALE

Evidence to be used in rating an applicant’s degree of possession of a particular KAS characteristic shall be defined as:

1. The completed application form 2) Other written materials gathered or presented 3) The actual interview

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| Rating | 0 | LOW | There is clear and convincing evidence that the applicant does not possess the characteristic. |
| Rating | 1 | There is considerable evidence that the applicant does not possess the characteristic. |
| Rating | 2 | The evidence is unclear whether the applicant possesses the characteristic, but there are some indications that he/she does not. |
| Rating | 3 | The evidence neither does nor does not indicate that the applicant possesses the characteristic. The assessment is neutral as it did not “measure” anything. |
| Rating | 4 | MEDIUM | The evidence is unclear with limited indications that the applicant does possess the characteristic. |
| Rating | 5 | The evidence is unclear. There are several indications that the applicant does possess the characteristic. However, a minimally acceptable degree of possession of the characteristic for adequate performance of the job function is not present. |
| Rating | 6 | The evidence is mixed. The applicant does clearly possess the characteristic. However, while presence of the characteristic is easily identified, a minimally acceptable degree of its possession for adequate performance of the job function is uncertain. |
| Rating | 7 | HIGH | The evidence clearly indicates that the applicant possesses the characteristic to an adequate degree. However, there is also evidence of factors that limit the applicant. |
| Rating | 8 | The evidence clearly indicates that the applicant possesses the characteristic at a level significantly higher than required for adequate levels of job function performance. |
| Rating | 9 | The evidence clearly supports a judgment that the applicant possesses a high level of the characteristic but is not uniformly judged superior. |
| Rating | 10 | The evidence is clear and convincing that the applicant possesses the characteristic and is uniformly judged superior. |

INSTRUCTIONS FOR COMPLETING KAS RATING SCALE

1. Prior to collecting any information on any applicant for a position, record the KAS’s derived from the State Job specification in their order of importance for job performance on this form on Page 1. (Only those KAS’s that an employee can reasonably be expected to bring to the job or will be able to perform after a brief orientation should be included on this form.) KAS statements inappropriate to this particular position do not need to be listed on this form.
2. Using the Table of Weights below, for the number of KAS’s you have determined appropriate for this position, record the column of numbers in the WT column on Page 1. For example, if eight (8) KAS’s are listed, use Column 8 in the Table of Weights and record those weights (12, 10, 7, 7, 6, 4, 2, 2) in the WT column on Page 1.
3. Following completion of the review of the interviewee’s work records, work history and interview, rate the interviewee on each KAS using the KAS Rating Scale above. Record these ratings (0-10) in the RTG column on Page 1.
4. The spreadsheet formulas will multiply WT (weight) times RTG (rating) for each KAS listed and record results in SCORE columns. The spreadsheet will also add SCORE column results for each interviewee and enter totals on TOTAL KAS SCORE spaces provided for each interviewee.

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| Table of Weights for Number of KAS’s |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 1 | 50 | 30 | 25 | 21 | 17 | 15 | 14 | 12 | 10 | 10 |
| 2 |  | 20 | 16 | 16 | 14 | 12 | 11 | 10 | 9 | 9 |
| 3 |  |  | 9 | 8 | 10 | 9 | 8 | 7 | 7 | 6 |
| 4 |  |  |  | 5 | 6 | 7 | 7 | 7 | 5 | 6 |
| 5 |  |  |  |  | 3 | 5 | 6 | 6 | 5 | 5 |
| 6 |  |  |  |  |  | 2 | 2 | 4 | 5 | 5 |
| 7 |  |  |  |  |  |  | 2 | 2 | 5 | 4 |
| 8 |  |  |  |  |  |  |  | 2 | 3 | 3 |
| 9 |  |  |  |  |  |  |  |  | 1 | 1 |
| 10 |  |  |  |  |  |  |  |  |  | 1 |