



Arkansas Department of Military
 Cabinet Secretary - Brigadier Olen Chad Bridges,
 The Adjutant General

Arkansas State Military Department
 Job Applicant Assessment Worksheet Instructions
 KSA Characteristic Rating Scale

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

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

Rating 0		There is clear and convincing evidence that the applicant does not possess the characteristic.
Rating 1	LOW	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		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	HIGH	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.



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Instructions for Completing KSA Rating Scale

- 1) Prior to collecting any information on any applicant for a position, record the KSA's derived from the State Job specification in their order of importance for job performance on this form on Page 1. (Only those KSA'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.) KSA 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 KSA'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) KSA'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 KSA using the KSA 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 KSA listed and record results in SCORE columns. The spreadsheet will also add SCORE column results for each interviewee and enter totals on TOTAL KSA SCORE spaces provided for each interviewee.

Table of Weights for Number of KSA'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