|  |
| --- |
| **TRAINING & EXPERIENCE SUMMARY RATING FORM**  **INSTRUCTIONS:**   * Go to [http://www.montgomerycountymd.gov/HR/Resources/Files/Staffing/iRecruitmentRaterInstructions05092014.pdf](http://www.montgomerycountymd.gov/OHR/Resources/Files/Staffing/iRecruitmentRaterInstructions05092014.pdf) link to view screen shots providing information on how to access iRecruitment system to view applicant resumes; * Review ONLY those resumes with “**Rater Review**” status; * Review applicant **Qualification Tab**, **Resume Tab** and any attachments under **Application Notes**; * Review the **Training and Experience Summary Rating Form (Table 1);** * Review the **Areas of Preferred Criteria** and the 5 rating categories (Well Below Average to Well Above Average), in **Table 2**; * Review the **Rating Scale** (point value scale) for determining application evaluations; * Complete the **Rating Sheet** by recording your point rating (see Rating Scale section below) in **Table 4**, that corresponds to the relative level of the **candidates’ expertise** (ranging from Well Below Average to Well Above Average) as it pertains to each specific **Preferred Criteria** (refer to the **Training & Experience Summary Rating Form** below) and not compared to other candidates; * Refer to the description of each Preferred Criterion to assist you in making these determinations; * Enter the **total** in the far right column of the Rating Sheet in Table 4; * Refer to the Example provided; * Complete ratings for each candidate; * Complete and sign the **Rater Disclaimer Form**  **(Tables 5, 6, 7 and 8)**; and * Submit all documents to assigned HR Specialist.   **GUIDANCE:**  **OVERVIEW**  As a rater you are responsible for **objectively** assessing each candidate's presentation of experience and/or expertise as presented on their application, resume, and or supplemental application. This requires your **good and fair judgment** of the candidate's potential for effective performance in this position, and a **careful evaluation** of the quality of his/her experience and professional expertise. Subjective factors (i.e., attempts to infer personality traits from the responses) should not be allowed to influence your ratings.  **CONFIDENTIALITY**  **Remember that all candidate information is CONFIDENTIAL. You may not discuss your ratings, who applied for the position, or any other information pertinent to the candidates or the rating process with anyone who is not DIRECTLY involved in the rating process, including the hiring manager. Questions from individuals not directly involved in the process should be referred to the Staffing Specialist who conducted the recruitment.**    **MECHANICS OF ASSESSING**  During this review, candidates are to be evaluated from a general perspective of **experience, training, and expertise**. Based on your own judgment and knowledge, you should evaluate the diversity, duration, and overall usefulness of each applicant's training, experience, and professional expertise as it pertains to the responsibilities of the position. |
| **LOCATION OF APPLICANT RESUMES**  Applicant resumes for the position are located in iRecruitment. Using your County issued **single sign-on ID** and **password**, please log onto <http://montgomerycountymd.gov/eportal> to review the candidate submissions.  Please be sure to review ALL MATERIALS submitted by each applicant (Qualification Tab, Resume Tab, attachments under Application Notes). |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table 1 - Training and Experience Summary Rating Form**   |  |  | | --- | --- | | **JOB TITLE:** |  | | **DEPARTMENT:** |  | | **VACANCY NAME/IRC #** |  | |
| **Table 2**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **AREAS OF PREFERRED CRITERIA:** | **Well Below Avg.** | **Below Avg.** | **Avg.** | **Above Avg.** | **Well Above Avg.** | |  | 0 | 5 | 10 | 15 | 20 | |  | 0 | 5 | 10 | 15 | 20 | |  | 0 | 5 | 10 | 15 | 20 | |  | 0 | 5 | 10 | 15 | 20 | |  | 0 | 5 | 10 | 15 | 20 | |
| **RATING SCALE**  Evaluations should be based on the following point-value scale (Ref. Example):  **Well Above Average** (20 points) – applicant has outstanding credentials; would be considered highly qualified in the functional area under review. Applicant reveals an expert level of knowledge/experience.  **Above Average** (15 points) - applicant has very good credentials; would be considered well qualified in the functional area under review. Although not an expert, application reveals a considerable level of knowledge/experience in this area.  **Average** (10 points) – applicant is adequately prepared to assume responsibility for the functional area under review. However, application does not reveal a high level of expertise in the area.  **Below Average** (5 points) – applicant is marginally prepared to assume responsibility for the functional area under review. Applicant does not have enough expertise to enable him/her to assume responsibility in the functional area without considerable training or on-the-job experience.  **Well Below Average** (0 points) – applicant is not capable of performing the responsibilities of this position as they relate to the functional area under review and has no experience relative to this area. |
| **Rating Sheet**  **INSTRUCTIONS:**    **RATER/REVIEWER:**   * + With reference to the Example provided below, either copy or record the applicant names from iRecruitment into **Table 4** (*the names may already be pre-populated*), and enter your ratings for each applicant in the corresponding columns (i.e., Area 1, Area 2, etc). Note: Applicant resumes are typically reviewed on a daily basis for minimum qualifications. The Recruitment Specialist will update iRecruitment with additional applicant resumes. To ensure efficiency of the recruitment process, please periodically review iRecruitment and rate any additional applicants accordingly. In some cases, the position has closed and the all candidates to be considered will be available for rating after the closing date.      * + Upon completion of your ratings, submit (see section: Submitting Completed Forms to OHR) your completed Rating Sheet and Disclaimer Form to the Recruitment Specialist.   + Use assigned points per rating category – do not assign numbers within a range. |
| **Table 3**   |  |  | | --- | --- | | **JOB TITLE:** |  | | **DEPARTMENT:** |  | | **VACANCY NAME/IRC #** |  | |
| **Example**  Example   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Last Name | First Name | Area 1 | Area 2 | Area 3 | Area 4 | Area 5 | Total | |  | Doe | Jane | 5 | 10 | 15 | 0 | 5 | 35 | |
| **Table 4**  **INSTRUCTIONS:** **Rater/Reviewer**: Following the Example provided, complete the un-shaded portions of this Table. Add more rows as needed.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **NAME** | **AREA 1** | **AREA 2** | **AREA 3** | **AREA 4** | **AREA 5** | **TOTAL** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |
| **MONTGOMERY COUNTY OFFICE OF HUMAN RESOURCES**  **DISCLAIMER FORM**  **INSTRUCTIONS:**  **RATER/REVIEWER**:  Complete the un-shaded portions of **Table 6**, **Table 7**, and **Table 8**. This form may be completed electronically (preferable) or in writing. |
| **Table 5**  **INSTRUCTIONS:** **Recruitment Specialist** Complete the un-shaded portions of this Table   |  |  | | --- | --- | | **JOB TITLE:** |  | | **DEPARTMENT:** |  | | **VACANCY NAME/IRC #** |  | |
| **CONFIDENTIALITY**  **I understand that that all candidate information is CONFIDENTIAL**. I will not discuss any candidate’s name, rating category, or any other information pertaining to the candidate and/or the candidate’s rating with anyone who is not DIRECTLY involved in the rating process, including the hiring manager. I will refer questions from individuals and applicants not directly involved in the rating process to the Recruitment and Selection Specialist who conducted the recruitment.  **As a rater, I understand that my identity is not confidential.** The Recruitment Specialist will only provide the name of the Rater/Reviewer only when an applicant/candidate requests such information. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ACKNOWLEDGMENT**  **Upon completion of this review, I have determined that:**  **Table 6**  **INSTRUCTIONS:** **Rater/Reviewer:**  Complete the un-shaded portions of this Table   |  |  | | --- | --- | | **STATEMENT** | **Enter X**  **if statement applies** | | I have reviewed all the applications/examinations of the individuals scheduled to compete in the examination procedure(s) for the above-mentioned position in which I will, as a competent subject matter expert in the field, act as an examiner. I do not function as the supervisor of this position nor am I supervised by this position. |  | | I have no knowledge of – or personal affiliation with – any individual scheduled to be examined by me. |  | | Although I have knowledge of – or personal affiliation with – one or more applicants scheduled to be examined by me, I maintain that this knowledge or affiliation will in no way interfere with my objectivity and fairness as an examiner. |  | |   Please list the names of all applicants you know. For those with whom you have an affiliation, please list both name and the nature of the affiliation.  **Table 7**  **INSTRUCTIONS:** **Rater/Reviewer:**  Complete the un-shaded portions of this Table   |  |  | | --- | --- | | **#** | **APPLICANT NAME** | |  |  | |  |  | |  |  | |  |  | |
| **Table 8**  **Instructions:** **Rater/Reviewer:** Complete the un-shaded portions of this Table   |  |  | | --- | --- | | **RATER NAME:**  (sign or type) |  | | **DATE:** |  | |
| **SUBMITTING COMPLETED FORMS TO OHR**  When all applicant resumes have been rated, please complete (either electronically or manually) and return the **Rating Sheet** and **Disclaimer Form** to me either by:   * **Email** (preferable) to me at [insert \*specialist email address] or, * **Scan** and **email** both forms to me, or * **Fax** both forms to me at 240-777-5128. If you decide to fax the forms then please call to let me know when you send the fax (240-777-xxxx insert Specialist phone number); or * **Mail** the forms to my attention at OHR, 7th Floor, EOB |

OHR Rater/

Reviewer