

U.S. DEPARTMENT OF THE INTERIOR
 U.S. GEOLOGICAL SURVEY

JOB ANALYSIS INTERVIEW -- PART I

JOB TITLE/SERIES/GRADE(S): _____

Human Resources Spec Signature: _____	Date: _____	Hiring Manager Signature: _____	Date: _____
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Major Duties of the Position (4 to 5 in bulleted format)	Competencies/ KSAs Required	Associated Question(s):	Weight

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JOB ANALYSIS INTERVIEW -- PART II (DEU ONLY)

Category rating is a process of evaluating qualified candidates by considering the quality of their experience, education and training and placing them into pre-defined “quality categories” rather than assigning individual numerical scores. Quality categories are groupings of candidates with similar levels of job-related knowledge, skills, abilities and competencies. Pre-defined quality categories with established score ranges will be used for most recruitment actions; however, with the appropriate justification, alternative point ranges may be established on a case by case basis. The justification for using alternative point ranges must be reviewed and approved by the servicing Team Supervisor prior to recruitment.

Select either the 2 or 3 level predefined quality categories with established point ranges as your rating methodology; or consult with your servicing HR Specialist regarding alternative quality categories to differentiate the candidate pool.

Pre-Defined Quality Categories

3 Quality Category Levels

Best Qualified	95.00 to 100.00	Candidates who possess experience and/or education that well exceeds the minimum qualifications of the position, including all selective factors and all quality ranking factors. Candidates are highly proficient/excel in all requirements of the job based on review of experience, education, and training as described by answers to the assessment questions and resume.
Well Qualified	85.00 to 94.99	Candidates meet the minimum qualifications of the job including selective placement factors, are proficient in most of the requirements of the position and meet all quality rating factors. Candidates meet most requirements of the position but may require minimum training and/or orientation to effectively perform the requirements of the position based on review of experience, education, and training as described by answers to the assessment questions and resume
Qualified	70.00 to 84.99	Candidates meet the minimum qualifications of the job including selective placement factors and are proficient in some, but not all, of the requirements of the position. Candidates require extensive training and/or orientation to satisfactorily perform the duties of the position based on review of experience, education, and training as described by answers to the assessment questions and resume.

2 Quality Category Levels

Best Qualified	85.00 to 100.00	Candidates who possess experience and/or education that well exceeds the minimum qualifications of the position, including all selective factors and all quality ranking factors. Candidates are highly proficient/excel in all requirements of the job based on review of experience, education, and training as described by answers to the assessment questions and resume.
Qualified	70.00 to 84.99	Candidates meet the minimum qualifications of the job including selective placement factors and are proficient in some, but not all, of the requirements of the position. Candidates require extensive training and/or orientation to satisfactorily perform the duties of the position based on review of experience, education, and training as described by answers to the assessment questions and resume.

Alternative Quality Categories

3 Quality Category Levels

Best Qualified	___.00 to 100.00	Candidates who possess experience and/or education that well exceeds the minimum qualifications of the position, including all selective factors and all quality ranking factors. Candidates are highly proficient/excel in all requirements of the job based on review of experience, education, and training as described by answers to the assessment questions and resume.
Well Qualified	___.00 to ___.99	Candidates meet the minimum qualifications of the job including selective placement factors, are proficient in most of the requirements of the position and meet all quality rating factors. Candidates meet most requirements of the position but may require minimum training and/or orientation to effectively perform the requirements of the position based on review of experience, education, and training as described by answers to the assessment questions and resume
Qualified	70.00 to ___.99	Candidates meet the minimum qualifications of the job including selective placement factors and are proficient in some, but not all, of the requirements of the position. Candidates require extensive training and/or orientation to satisfactorily perform the duties of the position based on review of experience, education, and training as described by answers to the assessment questions and resume.

2 Quality Category Levels

Best Qualified	___.00 to 100.00	Candidates who possess experience and/or education that well exceeds the minimum qualifications of the position, including all selective factors and all quality ranking factors. Candidates are highly proficient/excel in all requirements of the job based on review of experience, education, and training as described by answers to the assessment questions and resume.
Qualified	70.00 to ___.99	Candidates meet the minimum qualifications of the job including selective placement factors and are proficient in some, but not all, of the requirements of the position. Candidates require extensive training and/or orientation to satisfactorily perform the duties of the position based on review of experience, education, and training as described by answers to the assessment questions and resume.

Justification for using Alternative Quality Categories: (The justification **must** address at least one of the following; the breadth and scope of KSAs required of the position; increased levels of difficulty or complexity of KSAs; successful performance on the job; or level of the job.)

Alternative Quality Categories Approved by: _____ Date: _____