

Information for Hiring Managers

INTRODUCTION

A rating guide is a document that explains how you made your appointment decision and records the scores or marks awarded to job applicants during a competitive hiring process. The purpose of the rating guide is to logically organize and document the competition information so that you may refer to it when making your staffing decision and providing feedback to applicants.

A rating guide is used to record the following information for each applicant:

- information about the assessment(s) used (e.g. phone interview, written test, oral interview, past work performance check);
- the knowledge, skills/abilities and/or competencies assessed;
- the results of assessments administered (e.g. scores, points, pass / fail);
- the results of past work performance assessments (e.g. scores, points, pass / fail);
- points calculated for each applicant for the years of continuous service (if applicable);
- an overall total and record of the final decision; and
- panel members' names

RATING GUIDES

Two templates are provided on [MyHR](#); Competition Results Storyline Template and Assessment Scoring Worksheet.

COMPETITION RESULTS STORYLINE TEMPLATE

- Recommended Template – to be completed and included in your competition file.
- Records and tracks overall assessment results at every step of the competition.
- Records the final scores and whether each applicant passed or failed at each step of the competition (i.e. written assignment, phone interview, 2nd interview, reference check).
Note: Detailed marks for individual questions and decision notes may be recorded in the [Interview Template](#), or [Assessment Scoring Worksheet](#) with the final scores transcribed into the storyline.
- Used to calculate Years of Continuous Service. Submit your completed Competition Results Storyline to your Hiring Advisor or MyHR for final calculation.
- Automatically calculates certain fields based on the values (scores) you enter.



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- Contains rows for up to 275 shortlisted applicants. Additional rows and columns cannot be added. Contact your Hiring Advisor if you have more than 275 shortlisted applicants and a customized storyline will be developed for your use.
- Contains color coded cells:
 - White = cells used by the hiring manager to record the results of the competition (i.e. applicant names, point scores, results of the past work performance checks)
 - Green = drop down menus
 - Blue and Gray = locked cells that contain formulas. Results are automatically populated.
- Includes filter option that can be used to view only applicants with selected status i.e. PASS.

Important: Please select 'TIPS AND TECHNIQUES' TAB of the [Competition Results Storyline spreadsheet](#) to find important tips and information on how to complete the spreadsheet.

[ASSESSMENT SCORING WORKSHEET](#)

The Assessment Scoring Worksheet is an optional worksheet that you may use to record and track detailed scores from the interview, written assignment or any other assessment method. Personalize this worksheet, based on the assessments used for your competition.

If using this worksheet, we recommend you also complete Competition Results Storyline to record overall results of your competition.

**** Note: The above rating guides replace the previous rating guides by factor of merit, by competency and by assessment method.**

SCORING AND WEIGHING ASSESSMENTS:

ASSESSMENTS AND RATINGS CAN BE:

- **SEQUENTIAL:** Structured to eliminate from further consideration those applicants who do not pass a specific assessment. The sequential method is appropriate when you have a large number of applicants and need to narrow down the number of applicants.
- **CUMULATIVE:** Structured so scores from all assessments contribute to a final score. The cumulative method is used when the number of applicants is relatively small and all factors are important to job performance. With the cumulative method, a low score in one area can be counterbalanced by a high score in another area. When using the cumulative method, a key decision is determining the relative weights to assign to each assessment used.
- **COMBINATION OF SEQUENTIAL AND CUMULATIVE:** Structured to eliminate from further consideration those applicants who do not pass a specific assessment, while scores from all assessments contribute to the final score for those applicants that pass.

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ASSESSMENT WEIGHT:

Determine how you will weigh each assessment and question as a portion of your overall score. For example, a written assignment may be:

- used to further shortlist your applicants; or
- used as a portion of your overall score and combined with other scores into a final applicant mark or score. (example: written assignment may be 30 marks/100 marks with the remainder of the overall marks from an interview and past work performance check); or
- used to further shortlist your applicants as well as used as a portion of your overall score.

IMPORTANT CONSIDERATIONS:

- Consistency and objectivity must be applied in rating all job applicants.
- Be clear on the expected, ideal or correct applicant responses that meet or do not meet your criteria. Score each applicant's responses against the ideal / correct response.
- If using behavioural competency interview questions, identify the recruitment levels prior to beginning your assessment.
- All applicant ratings must be clearly documented and supported with accompanying numeric scores. Individual applicant results and the rationale for scoring must also be documented.
- Years of Continuous Service is a factor of merit. The requirements for considering and assessing continuous service are different depending whether the vacancy being staffed is covered by the BCGEU, PEA, UPN or BCNU [collective agreements](#), or is excluded. Continuous service for BCGEU and PEA vacancies must be specifically assessed and calculated. Forward your completed rating guide to the BC Public Service Agency for calculation.

Need more assistance?

Contact [AskMyHR](#)