State of North Carolina

Criminal Justice Education and Training Standards Commission
QUALIFICATIONS APPRAISAL INTERVIEW

INSTRUCTIONS: Please type or print all information clearly. The interviewer should evaluate the general qualifications of the applicant and make determinations as to the suitability to perform the duties of this job. Records of the interview must be placed in the agency personnel files.

FORM F-4 (DJJDP)
(Rev. 05/03)

Candidate's Name _____ Position Applied For _____

AREA	DESCRIPTION	COMMENTS
APPEARANCE, MANNER AND BEARING	Will applicant's appearance, manner and bearing help or hinder him/her in this job? Will applicant be impressive when speaking to other officers? Civic groups? Students? Minorities? Does applicant appear to have the necessary command? Drive? Stamina?	
ABILITY TO PRESENT IDEAS	Will applicant's ability to express himself/herself be adequate for this job? Is applicant logical, convincing, persuasive? Or does applicant ramble, or get confused, or talk vaguely?	
SOCIAL ADAPTABILITY	Is applicant at ease, friendly and confident? Will applicant have the tact and adaptability necessary to deal with public officials, irate taxpayers, co-workers, etc., under trying conditions? Or would applicant tend to be submissive, overbearing or impatient?	
ALERTNESS	Does applicant grasp ideas quickly, or does applicant appear to be slow to "catch on?" Do applicant's responses indicate he/she would be quick to understand the problems in this job or would applicant understand only the very obvious?	
JUDGMENT	Will applicant consider all the facts before reaching a decision? Will applicant know when to act and when to get more information before acting? Will applicant know when a situation justifies departure from policy, and when it does not? Would you trust the applicant's judgment?	

After evaluating the candidate on the above factors and other personal qualifications as well as the qualifications necessary to perform this job, would you recommend him/her for appointment? (Check one) ☐ YES ☐ NO

State Reasons: _____

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RATER'S SIGNATURE _____ DATE _____