

COMMISSION ON LAW ENFORCEMENT STANDARDS & TRAINING

QUALIFICATIONS APPRAISAL GUIDE

NAME \_\_\_\_\_ TITLE OF POSITION \_\_\_\_\_  
 LAST FIRST MIDDLE DATE \_\_\_\_\_

OVERALL PERCENTAGE RATING IS \_\_\_\_\_

(70% is Qualifying)

**APPEARANCE, MANNER AND BEARING:** Will his/her appearance, manner and bearing help or hinder him/her in this job? Will he/she be impressive when speaking to his/her men? Other law enforcement officers? Civic groups? Does he/she appear to have the necessary command presence? Drive? Stamina?

**ABILITY TO PRESENT IDEAS:** Will his/her ability to express himself/herself be adequate for this job? Is he/she logical, convincing, persuasive? Or does he/she ramble, or get confused or talk vaguely, or get verbose?

**SOCIAL ADAPTABILITY:** Is he/she at ease, friendly and confident? Will he/she have the tact and adaptability necessary to deal with public officials, irate taxpayers, co-workers, etc., under trying conditions? Or would he/she tend to be submissive, overbearing, or impatient?

**ALERTNESS:** Does he/she grasp ideas quickly, or does he/she appear to be slow to understand? Does his/her responses indicate that he/she would be quick to understand the problems in this job or would he/she understand only the more obvious points?

**JUDGMENT:** Will he/she consider all the facts before reaching a decision? Will he/she know when to act and when to get more information before acting? Will he/she know when a situation justifies departure from policy, and when it doesn't? Would you trust his/her judgment?

**ADEQUACY OF BACKGROUND:** Will his/her background fit him/her for the duties of this position? Is his/her experience sufficiently broad and extensive that he/she will have adequate background upon which to draw?

**OVERALL-EVALUATION:** After comparing the candidate with the above factors and any other personal qualifications, would you select him/her for employment in this job? To what extent does he/she meet what you consider to be the ideal qualifications for this job

	BELOW CLEARLY NOT ACCEPTABLE 0% - 59%	PASSING DEFICIENT IN TRAIT 60 - 69%	AVERAGE 70% - 84%	PASSING ABOVE AVERAGE 85% - 93%	OUTSTANDING 94% - 100%

**RATER'S COMMENTS:** Use other side and additional sheets, if necessary.

**NOTE:** Any ONE rating in the "Not Acceptable" area should result in a final rating of "Grade Below Passing" for the candidate. The candidate's grade on your rating should be the same as shown in the "Not Acceptable" area. One or more checks in the 60 - 69% column should cause serious study before qualifying such a candidate. Overall ratings need not be average or above listed traits.

**RATER'S SIGNATURE** \_\_\_\_\_