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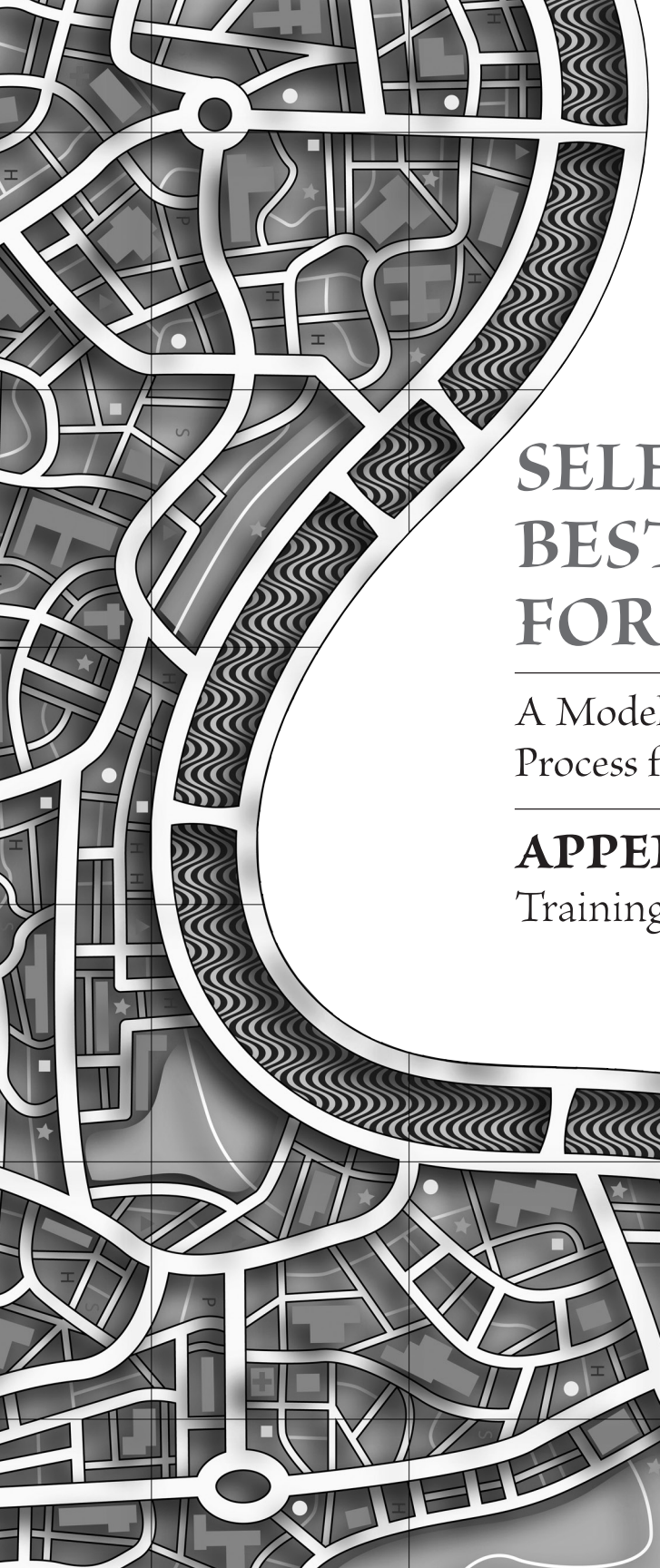

SELECTING THE BEST ANALYST FOR THE JOB

A Model Crime Analyst Assessment Process for Law Enforcement Agencies

APPENDIX F

Training Presentation Scoring Key

Appendix F: Training Presentation Scoring Key

The following rating scale is anchored by potential responses or characteristics that may be displayed during the training presentation. If you assign a score that does not match the anchor, please provide an explanation below. Circle one number in each category.

Knowledge					
	1	2	3	4	5
	Does not seem to understand topic	Seems to have little topic knowledge	Displays some understanding of topic	Has a good understanding of topic	Has extensive knowledge of the topic

Comments:

Enthusiasm for Topic					
	1	2	3	4	5
	Seemed very disinterested	Showed little interest	Had some interest	Seemed very interested	Was highly enthusiastic

Comments:

Composure and Body Language					
	1	2	3	4	5
	Extremely nervous and uncomfortable (fidgeted, paced poor posture, etc.)	Somewhat stressed; some distracting behaviors	Composed at times	Mostly composed and comfortable; gestures appropriate throughout	Extremely comfortable and composed

Comments:

Teaching Ability					
	1	2	3	4	5
	Did not explain self well at all	Did not seem focused on trainees	Attempted to teach but not always successful	Had a solid teaching style	Extremely strong teaching style
Comments:					

Ability to Appropriately Respond to Questions					
	1	2	3	4	5
	Ignored questions or seemed impatient	Did not appropriately respond	Tried to answer but was not always successful	For the most part, answered questions appropriately	Answers were highly responsive and appropriate
Comments:					

Interpersonal Communication					
	1	2	3	4	5
	Very unclear and disorganized; used distracting language, e.g., "um, uh"	Somewhat unclear, disorganized, and distracting	Somewhat clear, partly organized, and few distractions	Mostly clear, organized, and free of distractions	Exceptionally clear, organized, and distraction free
Comments:					

Selection of Content for Audience					
	1	2	3	4	5
	Training material was incomprehensible	Most content was too complex	Content was somewhat comprehensible	Most content was appropriate very appropriate	Content was very appropriate
Comments:					

Timing					
	1	2	3	4	5
	Way too short or long	Did not fill time appropriately	Acceptable	Time frame was just about right	Perfect timing

Comments:

Ability to Connect to Audience					
	1	2	3	4	5
	None	Very limited	Connected to audience at times	Connected well with audience	Highly involved and connectied to trainees

Comments:

Other Skills or Experience (creativity, use of handouts, slides, etc.)					
	1	2	3	4	5
	None	Very limited	Average	Very good	Excellent

Please describe:

Multiply total score by 4 = _____ /200

By: _____ (initial here)