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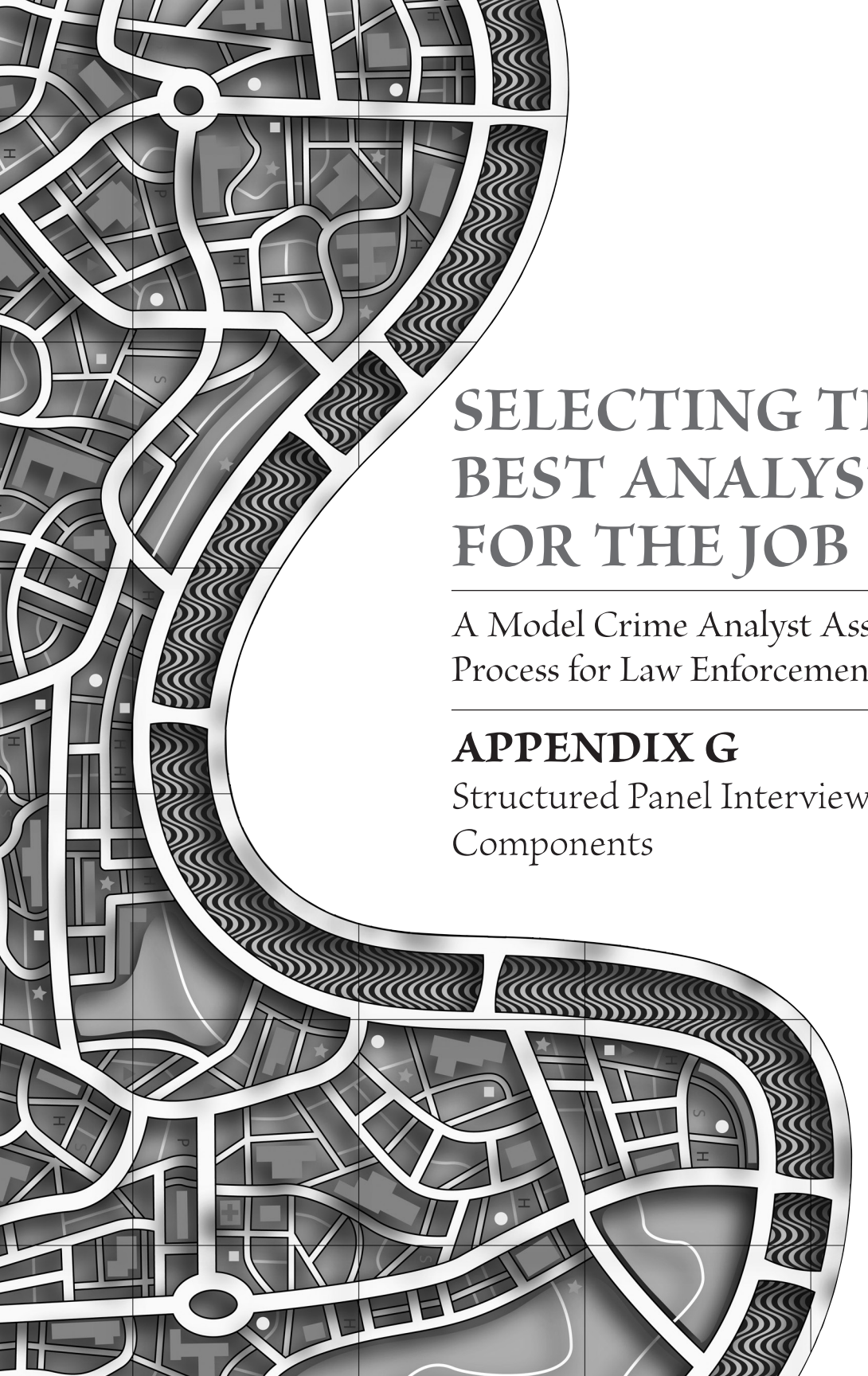

SELECTING THE BEST ANALYST FOR THE JOB

A Model Crime Analyst Assessment Process for Law Enforcement Agencies

APPENDIX G

Structured Panel Interview Components

Appendix G: Structured Panel Interview Components

G.1 Structured Panel Interview Notes

This interview process will take between 30 and 40 minutes. We would like to ask you some general questions, and then learn about your experiences. Finally, we would like to pose some hypothetical questions that could help us in assessing how well you might fit our environment and needs.

NOTE TO ASSESSMENT TEAM: Alternate who asks questions (preferably a panel of three interviewers).

Structured Interview Questions

1. What are the top three reasons you are applying for this position?
   1.
   2.
   3.

   Appropriateness of Answer Content **Score (1–10):**_____

2. What are two things about this position that seem least desirable to you?

   Appropriateness of Answer Content **Score (1–10):**_____

3. There are three major areas of responsibility in this position. These include analyzing data and preparing statistical reports in a timely fashion, effectively communicating analytical results to command staff and other personnel, and establishing positive working relationships with various departmental units. What emphasis would you put on each and why? (have an index card to give to interviewee)

   Appropriateness of Answer Content **Score (1–10):**_____

4. Imagine that I am a chief who is not convinced that engaging in problem analysis would be beneficial/cost effective for my agency. What would you say to persuade me that problem analysis is a viable and important activity to conduct within a law enforcement agency?

   Appropriateness of Answer Content **Score (1–10):**_____

5. What three adjectives/words best describe you and why?

   Appropriateness of Answer Content **Score (1–10):**_____

6. If hired for this position, what ideas would you have for expanding the services that our crime analysis unit provides and how would you go about informing those in the agency about these new services?

   Appropriateness of Answer Content **Score (1–10):**_____

   Relevance of Experience (as described in examples, etc.) **Score (1–10):**_____

7. Do you have experience working with any of the following relational databases: Access, Excel, or GIS? If so, please explain.

   Appropriateness of Answer Content **Score (1–10):**_____

   Relevance of Experience (as described in examples, etc.) **Score (1–10):**_____

8. Can you please describe your understanding of the role that crime mapping plays in supporting your agency's mission?

   Appropriateness of Answer Content **Score (1–10):**_____

   Relevance of Experience (as described in examples, etc.) **Score (1–10):**_____

9. Give an example of a complex project in which you had key involvement. Describe two or three strategies you used to ensure timely and effective completion of the project.

   Appropriateness of Answer Content **Score (1–10):**_____

   Relevance of Experience (as described in examples, etc.) **Score (1–10):**_____

G.2 Structured Panel Interview Key

The following rating scale is for use in the interview process. The interview is being scored primarily on the content of the answers, the relevance of the selected examples used to answer the question, and the candidate's interpersonal style and honesty.

APPROPRIATENESS OF ANSWER CONTENT

10 POINTS PER QUESTION (total 90) _____/90

Answers reflect appropriate content as reflected by organizational issues and concerns, and position requirements and responsibilities.

Comments: _____

_____

RELEVANCE OF EXPERIENCE (AS DESCRIBED IN SCORE FOR QUESTIONS 6–9 ONLY EXAMPLES, ETC.)

10 POINTS PER QUESTION (total 40) _____/40

Examples provided demonstrate that the candidate has appropriate and relevant experience that will be useful in performing the primary duties of this position

Comments: _____

_____

INTERPERSONAL STYLE

50 TOTAL POINTS _____/50

Interpersonal style is open, cooperative, appropriate (sense of humor, etc.), and attentive.

Comments: _____

_____

HONESTY

20 TOTAL POINTS _____/20

Answers are realistic, not crafted for social desirability.

Comments: _____

_____

Total = _____ /200

By: _____ (initial here)