



Promotional Assessment Form

Applicant Name: _____ Position Interviewing For: _____

Please provide an assessment for each of the categories below:

Category	Explanation:
Communication Skills Active listening, non-verbal cues, cohesion and clarity 1) Did body language distract or send conflicting message? 2) Was message clearly conveyed? 3) Ability to comprehend and convey thoughts in coherent manner.	
Experience Years, assignment history, participation in collateral assignments/projects, leadership 1) Does applicant demonstrate diversity in experience? 2) Did applicant proactively seek out opportunities to diversify experience? 3) Does applicant share knowledge with others for betterment of agency? 4) Does applicant have other relevant experience, including external to the department?	



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Category	Explanation:
Job Related Skills Specialized training or skills development, investigations, etc. 1) Does applicant seek out new skills on their own or were skills acquired through KCSO? 2) Did applicant provide examples of how they used their skills? 3) Did use of skills foster a team concept and betterment of KCSO?	
Education/Training Continued education, degrees, specialized training, career development 1) Did applicant proactively seek out development training? 2) Any special certificates? 3) Any degrees or efforts to continue education?	
Collaborative/Team Work Team projects, joint operations, leadership roles 1) Degree of participation in collateral assignments? 2) POP Projects? 3) Do performance evaluations reflect a commitment to teamwork?	



Category	Explanation:
Adaptability/Flexibility Problem solving skills, mediation, preparedness 1) Were specific examples given? 2) Did examples show creative thinking? 3) Were solutions presented comprehensive and consider ancillary impact?	
Commitment to COPS Values COPS strategies, COPS log, community events/outreach 1) Shown commitment to actively participate in community engagement (Shop with a Cop, SAL, CAC)? 2) Number, nature, and quality of COPS Log entries?	
Commitment to Integrity Measures Application of policy and procedures, de-escalation, pro-active measures. (EPRs/IAs) 1) Commendations/ Discipline? 2) Supervisory skills? 3) Acceptance of Responsibility?	



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Category	Explanation:
Ideal Candidate Assessment: Related EPR dimensions:	Rating from most recent EPR:
Decision Making & Judgment: Acceptance of New Ideas & Procedures Quality of Judgment	☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below
Stress Tolerance: Performance Under Pressure	☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below
Conscientiousness: Attendance Punctuality Interest in Job Accuracy of Work Promptness in Completing Work Volume of Work Produced Performance in New Work Situations	☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below
Interpersonal Skills: Public Relations Customer Service	☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below
Interpersonal Skills: Written Expression Oral Expression	☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below ☐ Outstanding ☐ Above Standard ☐ Standard ☐ Improvement Needed or Below

NOTES FOR COMPLETION OF FORM:

A representative from KCSO HR will also be present during the In-House Interview process. The KCSO HR representative will act as a neutral party observer and will not participate in the interview of the applicant. The neutral party observer will ensure that no policy violations occur, and that consistency is maintained in the interview process. The in-house interview shall not be audio-recorded by any party.

The KCSO HR representative facilitating the interview will record the collective observations of the panel on this Promotional Assessment Form. After each interview, the panel will discuss the strengths and weaknesses of the candidate's interview. This form is to contain constructive criticism and positive feedback to assist the candidate in preparing for future interviews. There will be one Promotional Assessment Form per applicant, per interview, and will be retained as outlined in DPPM A-0500 Procedure F.



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Interviewer's Notes (Strengths and Weaknesses):

Rater Name: _____
(Print)

(Signature)

Rater Name: _____
(Print)

(Signature)

Rater Name: _____
(Print)

(Signature)

HR Rep Name: _____
(Print)

(Signature)

Promotional evaluation includes a review of the following and was completed by (initial):

- _____ Personnel file: commendations, awards, discipline, performance evaluation, assignment history
- _____ Training Records: Review for relevant training above and beyond the minimum standards
- _____ Use of Force Audit: assignments, type, frequency
- _____ Internal Affairs file: number of sustained complaints and pending complaints.

****The final appointing authority lies with the Sheriff-Coroner or designee.***