

SPOT Interview Guide for BDO (Bands F & G) Version 2.1

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SPOT Interview Scheduling Information

Please be sure to address the following information when scheduling candidate's for the interview and training demonstration (if applicable).

General information: The candidate needs to successfully complete the structured interview (and demonstration for STIs) to continue with the selection process. No advance preparation is necessary for the training demonstration; the candidate will be given all information that will be needed. If the candidate is not successful in the interview the candidate will not continue with the training demonstration.

If a candidate applied for multiple vacancy announcements he/she only needs to interview and perform the demonstration once and scores will be used for all positions applied for.

Time: Approximately 45 minutes to complete interview and 45 minutes to 1 hour to complete the training demonstration (if applicable)

Location: Provide detailed instructions on where the candidate should arrive

Special instructions: Identification requirements (Government issued photo ID), Parking instructions, etc.

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SPOT EMPLOYMENT INTERVIEW For Behavior Detection Officers (BDO) & TSM-BDOs

FOR INTERVIEWER USE ONLY:				
Candidate Name:	Candidate	SSN:	Date:	Date:
Interviewer A		Interview	er B	
Name (please print legibly and sign):		Name (ple	ase print legibly and sign):	
α				

REMEMBER TO: 1) Greet the candidate; 2) Introduce yourself; 3) Read the provided introduction script; 4) Ask questions 1 – 7 for BDO candidates in numerical order; 5) DO NOT tell the candidate which competencies are being assessed; 6) Take detailed notes, and 7) Thank the candidate for taking the time to interview.

INTRODUCTION SCRIPT FOR BDO:

"The purpose of this interview is to learn more about you and your skills and abilities as they relate to the Behavior Detection Officer (BDO) job. This interview will take approximately 45 minutes and includes 7 questions. You will also be rated on your oral communication skills. All the questions are related to the actual skills and abilities that are needed for successful performance of the BDO job. Please try to provide as much detail as possible in your responses to each question. You will need to provide a description of the situation, action, and outcome for each question in the interview. The results of the interview will be determined based on your responses to all questions. During the interview we will be taking notes. This practice helps ensure that we are able to accurately evaluate your responses at the conclusion of the interview. Please don't be distracted by the note taking. Several questions are a bit long, so please ask if you would like me to repeat the question for you. Feel free to pause before answering a question in order to collect your thoughts. Just a reminder, that if you apply to other vacancy announcements for BDO positions, scores from this interview will be used for all of your applications and remain valid for six months from the interview date. Do you have any questions before we begin?"

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ATTENTION TO DETAIL

QUESTION #1			
(b)(2)			
FOLLOW UP PROBES:			
► "Can you please provide some more information?"			
► "What specifically did you do?"			
► "What was the outcome of that situation?"			
(b)(2)			
FOLLOW UP PROBES:			
► "Can you please provide some more information?"			
► "What specifically did you do?"			
► "What was the outcome of that situation?"			
NOTES			
Situation:			
Action:			
Outcome:			
Additional Notes:			
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R			

Please circle the rating that best reflects the candidate's level of **Attention to Detail**. Make your rating independently and do not discuss it with the candidate.

Atten	tion to Detail: Is thorough when performing work; double-checks the accuracy of information to
ensure	e high-quality and precise work products.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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DECISIVENESS

QUESTION #2				
(b)(2)				
FOLLOW UP PROBES:				
"Can you please provide some more information?"				
► "What specifically did you do?"				
► "What was the outcome of that situation?"				
(b)(2)				
FOLLOW UP PROBES:	12			
"Can you please provide some more information?"				
► "What specifically did you do?"				
► "What was the outcome of that situation?"				
NOTES				
NOTES				
Situation:				
Action:				
Outcome:				
Additional Notes:				
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Please circle the rating that best reflects the candidate's level of **Decisiveness**. Make your rating independently and do not discuss it with the candidate.

impac	veness – Exercises good judgment by making sound and well-informed decisions; perceives the t and implications of decisions; makes effective and timely decisions, even when data are limited or ons produce unpleasant consequences.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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FLEXIBILITY

QUESTION #3			
(b)(2)			
FOLLOW UP PROBES: ► "Can you please provide some more information?" ► "What specifically did you do?" ► "What was the outcome of that situation?"			
FOLLOW UP PROBES: "Can you please provide some more information?" "What specifically did you do?" "What was the outcome of that situation?" 			
NOTES			
Situation: Action:			
Outcome: Additional Notes:			
	D		
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RATING

Please circle the rating that best reflects the candidate's level of **Flexibility**. Make your rating independently and do not discuss it with the candidate.

new in	polity: Is open to change and new information; adapts behavior and work methods in response to information, changing conditions, or unexpected obstacles; adjusts rapidly to new situations inting attention and resolution.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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INTERPERSONAL SKILLS

QUESTION #4	
(b)(2)	
FOLLOW UP PROBES:	
"Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
(b)(2)	
FOLLOW UP PROBES:	
"Can you please provide some more information?"	
"What specifically did you do?"	
"What was the outcome of that situation?"	
NOTES	
Situation:	
Action:	
Outcome:	
Additional Notes:	
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RATING

Please circle the rating that best reflects the candidate's level of **Interpersonal Skills**. Make your rating independently and do not discuss it with the candidate.

	personal Skills- Considers and responds appropriately to the needs, feelings, and capabilities of ent people in different situations; is tactful, compassionate and sensitive, and treats others with et.
5	(b)(2)
4	D C C C C C C C C C C C C C C C C C C C
3	(b)(2)
2	
1	(b)(2)

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MULTI-TASKING

QUESTION #5			
(b)(2)			
FOLLOW UP PROBES:			
"Can you please provide some more information?"			
"What specifically did you do?"			
► "What was the outcome of that situation?"			
(b)(2)			
FOLLOW UP PROBES:			
"Can you please provide some more information?"			
► "What specifically did you do?"			
"What was the outcome of that situation?"			
NOTES			
Situation:			
Action:			
Outcome:			
Additional Notes:			
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RATING

Please circle the rating that best reflects the candidate's level of **Multi-tasking**. Make your rating independently and do not discuss it with the candidate.

	i-tasking-Ability to understand, decipher, analyze, and make decisions utilizing multiple and taneous sources of informational input.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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SELF MANAGEMENT

QUESTION #6			
(b)(2)			
FOLLOW UP PROBES:			
(b)(2)			
 FOLLOW UP PROBES: 			
NOTES			
Situation:			
Action:			
Outcome:			
Additional Notes:			
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RATING

Please circle the rating that best reflects the candidate's level of **Self Management**. Make your rating independently and do not discuss it with the candidate.

effort	Management: Sets well-defined and realistic personal goals; displays a high level of initiative, , and commitment towards completing assignments in a timely manner; works with minimal vision; is motivated to achieve; demonstrates responsible behavior.
5	(b)(2)
4	
3	(b)(2)
2	EL CONTROL DE LA
1	(b)(2)

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TEAM WORK

QUESTION #7	
(b)(2)	
FOLLOW UP PROBES:	
"Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
b)(2)	
FOLLOW UP PROBES:	
"Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
NOTES	
Situation:	
Action:	
Outcome:	
Additional Notes:	
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RATING

Please circle the rating that best reflects the candidate's level of **Teamwork**. Make your rating independently and do not discuss it with the candidate.

Team and te	work – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment am spirit; works with others to achieve goals.	
5	(b)(2)	
4		
3	(b)(2)	
2		
1	(b)(2)	

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ORAL COMMUNICATION

RATING

Note that there is no question for Oral Communication, but that interviewers should evaluate this competency based on how the candidate communicates during the course of the interview.

Please circle the rating that best reflects the candidate's level of **Oral Communication**. Make your rating independently and do not discuss it with the candidate.

	Communication: Composes and presents information, ideas, or directions to others; listens and press effectively and clarifies information as needed.
5	(b)(2)
4	
3	(b)(2)
2	
1	b)(2)

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Interview

Consensus Discussion Notes

Lead Interviewer: Please record any notes you take during the Consensus discussion in the space provided.

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BEHAVIORAL DETECTION OFFICER (BDO) INTERVIEW DECISION SHEET

FOR INTERVIEWER USE ONLY:			
Candidate Name:	Candidate Last 4 Digits SSN:	Date:	
Interviewer A	Interviewer B	Interviewer C (If applicable)	
Name (please print legibly):	Name (please print legibly):	Name (please print legibly):	

The Lead Interviewer must record all interviewer ratings on the table provided below. Then, the interviewers must discuss their individual ratings and come to a consensus rating for each competency. After coming to consensus on all competencies, the Lead Interviewer will use the consensus ratings to determine whether the candidate passed or failed.

Passing = A minimum rating of $\int_{1}^{(b)} bn$ each of the 8 competencies.

BDO Competency	Interviewer	Interviewer	Interviewer	Consensus	Initials
	A	В	C		
			(if applicable)		
Attention to Detail	+1				10
Decisiveness	(0	Ç0			
Flexibility	¥2.	7			7
Interpersonal Skills	en a				1
Multi-tasking		=	П		
Self Management	W		15	al ²	ız
Teamwork		=	U.		2
Oral Communication	49		1		1.2
OVERALL INTERV	IEW RESULT	(please circle)		PASS	FAIL

NOTES/INCIDENTS:

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SPOT Interview Scheduling Information

Please be sure to address the following information when scheduling candidate's for the interview and training demonstration (if applicable).

General information: The candidate needs to successfully complete the structured interview (and demonstration for STIs) to continue with the selection process. No advance preparation is necessary for the training demonstration; the candidate will be given all information that will be needed. If the candidate is not successful in the interview the candidate will not continue with the training demonstration.

If a candidate applied for multiple vacancy announcements he/she only needs to interview and perform the demonstration once and scores will be used for all positions applied for.

Time: Approximately 45 minutes to complete interview and 45 minutes to 1 hour to complete the training demonstration (if applicable)

Location: Provide detailed instructions on where the candidate should arrive

Special instructions: Identification requirements (Government issued photo ID), Parking instructions, etc.

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SPOT EMPLOYMENT INTERVIEW For Behavior Detection Officers (BDO) & TSM-BDOs

FOR INTERVIEWER USE ONLY:				
Candidate Name:	Candidate	SSN:	Date:	
Interviewer A		Interview	er B	
Name (please print legibly a	and sign):	Name (ple	ase print legibly and sign):	
A.				

REMEMBER TO: 1) Greet the candidate; 2) Introduce yourself; 3) Read the provided introduction script; 4) Ask questions 1 – 7 for BDO candidates in numerical order; 5) DO NOT tell the candidate which competencies are being assessed; 6) Take detailed notes, and 7) Thank the candidate for taking the time to interview.

INTRODUCTION SCRIPT FOR BDO:

"The purpose of this interview is to learn more about you and your skills and abilities as they relate to the Behavior Detection Officer (BDO) job. This interview will take approximately 45 minutes and includes 7 questions. You will also be rated on your oral communication skills. All the questions are related to the actual skills and abilities that are needed for successful performance of the BDO job. Please try to provide as much detail as possible in your responses to each question. You will need to provide a description of the situation, action, and outcome for each question in the interview. The results of the interview will be determined based on your responses to all questions. During the interview we will be taking notes. This practice helps ensure that we are able to accurately evaluate your responses at the conclusion of the interview. Please don't be distracted by the note taking. Several questions are a bit long, so please ask if you would like me to repeat the question for you. Feel free to pause before answering a question in order to collect your thoughts. Just a reminder, that if you apply to other vacancy announcements for BDO positions, scores from this interview will be used for all of your applications and remain valid for six months from the interview date. Do you have any questions before we begin?"

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ATTENTION TO DETAIL

QUESTION #1		
(b)(2)		
FOLLOW UP PROBES:		
► "Can you please provide some more information?"		
► "What specifically did you do?"		
► "What was the outcome of that situation?"		
(b)(2)		
FOLLOW UP PROPES.		
FOLLOW UP PROBES: Can you please provide some more information?"		
"What specifically did you do?"		
► "What was the outcome of that situation?"		
NOTES		
S. C.		
Situation:		
Action:		
Outcome:		
Additional Notes:		
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RA		

Please circle the rating that best reflects the candidate's level of **Attention to Detail**. Make your rating independently and do not discuss it with the candidate.

	ation to Detail: Is thorough when performing work; double-checks the accuracy of information to e high-quality and precise work products.
5	(b)(2)
4	
3	(b)(2)
2	
1.	(b)(2)

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DECISIVENESS

QUESTION #2	
(b)(2)	
FOLLOW UP PROBES:	
"Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
(b)(2)	
FOLLOW UP PROBES:	
► "Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
NOTES	
Situation:	

Action:	
Outcome	
Outcome:	
Additional Notes:	
Additional Notes.	
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RA		N	

Please circle the rating that best reflects the candidate's level of **Decisiveness**. Make your rating independently and do not discuss it with the candidate.

impac	veness – Exercises good judgment by making sound and well-informed decisions; perceives the t and implications of decisions; makes effective and timely decisions, even when data are limited or ons produce unpleasant consequences.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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FLEXIBILITY

QUESTION #3			
0)(2)			
FOLLOW UP PROBES:			
► "Can you please provide some more information?"			
► "What specifically did you do?"			
► "What was the outcome of that situation?"			
0)(2)	Ī		
FOLLOW UP PROBES:	3 20		
"Can you please provide some more information?"			
"What specifically did you do?"			
► "What was the outcome of that situation?"			
NOTES			
Situation:			
Action:			
Outcome:			
Additional Notes:			
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RATING

Please circle the rating that best reflects the candidate's level of **Flexibility**. Make your rating independently and do not discuss it with the candidate.

new in	pility: Is open to change and new information; adapts behavior and work methods in response to information, changing conditions, or unexpected obstacles; adjusts rapidly to new situations in attention and resolution.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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INTERPERSONAL SKILLS

QUESTION #4			
(2)			
FOLLOW UP PROBES: Can you please provide some more information?" "What specifically did you do?" "What was the outcome of that situation?" 			
2)			
FOLLOW UP PROBES: ► "Can you please provide some more information?" ► "What specifically did you do?" ► "What was the outcome of that situation?"			
OTES			
tuation: ction:			
utcome:			
dditional Notes:			
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RATING

Please circle the rating that best reflects the candidate's level of **Interpersonal Skills**. Make your rating independently and do not discuss it with the candidate.

	repersonal Skills- Considers and responds appropriately to the needs, feelings, and capabilities of rent people in different situations; is tactful, compassionate and sensitive, and treats others with ct.
5	(b)(2)
4	
3	(b)(2)
2	
1,	(b)(2)

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MULTI-TASKING

QUESTION #5	
(b)(2)	
FOLLOW UP PROBES:	
► "Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
(b)(2)	
FOLLOW UP PROBES:	
"Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
NOTES	
Situation:	
Action:	
Outcome:	
Additional Notes:	
Additional Notes.	
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RATING

Please circle the rating that best reflects the candidate's level of **Multi-tasking**. Make your rating independently and do not discuss it with the candidate.

Multi-tasking-Ability to understand, decipher, analyze, and make decisions utilizing multiple and			
simult	aneous sources of informational input.		
5.	(b)(2)		
4			
3	(b)(2)		
2			
1	(b)(2)		

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SELF MANAGEMENT

QUESTION #6			
(b)(2)			
FOLLOW UP PROBES:			
► "Can you please provide some more information?" "What appair facility did your do?"			
 "What specifically did you do?" "What was the outcome of that situation?"			
What was the outcome of that situation:			
(b)(2)			
FOLLOW UP PROBES:			
"Can you please provide some more information?"			
"What specifically did you do?"			
► "What was the outcome of that situation?"			
NOTES			
Situation:			
Action:			
Outcome:			
Additional Notes:			
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RATING

Please circle the rating that best reflects the candidate's level of **Self Management**. Make your rating independently and do not discuss it with the candidate.

effort,	fanagement: Sets well-defined and realistic personal goals; displays a high level of initiative, and commitment towards completing assignments in a timely manner; works with minimal vision; is motivated to achieve; demonstrates responsible behavior.	
5	(b)(2)	
4		
3	(b)(2)	
2		
1	(b)(2)	

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TEAM WORK

QUESTION #7	
(b)(2)	
FOLLOW UP PROBES:	
• "Can you please provide some more information?"	
 "What specifically did you do?" "What was the outcome of that situation?"	
(b)(2)	N.
FOLLOW UP PROBES:	
► "Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
NOTES	
Situation:	
Action:	
Outcome	
Outcome:	
Additional Notes:	
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RATING

Please circle the rating that best reflects the candidate's level of **Teamwork**. Make your rating independently and do not discuss it with the candidate.

Team	work – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment
and te	am spirit; works with others to achieve goals.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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ORAL COMMUNICATION

RATING

Note that there is no question for Oral Communication, but that interviewers should evaluate this competency based on how the candidate communicates during the course of the interview.

Please circle the rating that best reflects the candidate's level of **Oral Communication**. Make your rating independently and do not discuss it with the candidate.

	Communication: Composes and presents information, ideas, or directions to others; listens and rets effectively and clarifies information as needed.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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Interview

Consensus Discussion Notes

Lead Interviewer: Please record any notes you take during the Consensus discussion in the space provided.

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BEHAVIORAL DETECTION OFFICER (BDO) INTERVIEW DECISION SHEET

FOR INTERVIEWER USE ONLY:				
Candidate Name:	Candidate Last 4 Digits SSN:	Date:		
Interviewer A	Interviewer B	Interviewer C (If applicable)		
Name (please print legibly):	Name (please print legibly):	Name (please print legibly):		

The Lead Interviewer must record all interviewer ratings on the table provided below. Then, the interviewers must discuss their individual ratings and come to a consensus rating for each competency. After coming to consensus on all competencies, the Lead Interviewer will use the consensus ratings to determine whether the candidate passed or failed.

Passing = A minimum rating of $\frac{1}{100}$ on <u>each</u> of the 8 competencies.

BDO Competency	Interviewer	Interviewer	Interviewer	Consensus	Initials
	A	В	C		
			(if applicable)		
Attention to Detail	ri .	17			10
Decisiveness	(6)	0	0		
Flexibility	12	7*			
Interpersonal Skills	E A				n e
Multi-tasking					
Self Management	Ti .				и
Teamwork					
Oral Communication	19			200	Ŀ
OVERALL INTERV	IEW RESULT	(please circle)		PASS	FAIL

NOTES/INCIDENTS:

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SPOT Interview Scheduling Information

Please be sure to address the following information when scheduling candidate's for the interview and training demonstration (if applicable).

General information: The candidate needs to successfully complete the structured interview (and demonstration for STIs) to continue with the selection process. No advance preparation is necessary for the training demonstration, the candidate will be given all information that will be needed. If the candidate is not successful in the interview the candidate will not continue with the training demonstration.

If a candidate applied for multiple vacancy announcements only will need to be interviewed and perform the demonstration once and scores will be used for all positions applied for.

Time: Approximately 45 minutes to complete interview and 45 minutes to 1 hour to complete the training demonstration (if applicable)

Location: Provide detailed instructions on where the candidate should arrive

Special instructions: Identification requirements (Government issued photo ID), Parking instructions, etc.

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SPOT EMPLOYMENT INTERVIEW For Behavior Detection Officers (BDO) & TSM-BDOs

FOR INTERVIEWER USE ONLY:				
Candidate Name:	Candidate SSN:		Date:	
Interviewer A		Interviewer B		
Name (please print legibly and sign):		Name (please print legibly and sign):		

REMEMBER TO: 1) Greet the candidate; 2) Introduce yourself; 3) Read the provided introduction script; 4) Ask questions 1 – 7 for BDO candidates in numerical order; 5) DO NOT tell the candidate which competencies are being assessed; 6) Take detailed notes, and 7) Thank the candidate for taking the time to interview.

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ATTENTION TO DETAIL

QUESTION #1	
(b)(2)	
FOLLOW UP PROBES: ► "Can you please provide some more information?" ► "What specifically did you do?" ► "What was the outcome of that situation?"	
(b)(2)	
 FOLLOW UP PROBES: 	
NOTES	
Situation: Action:	
Outcome:	
Additional Notes:	
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RATING

Please circle the rating that best reflects the candidate's level of **Attention to Detail**. Make your rating independently and do not discuss it with the candidate.

Atten	tion to Detail: Is thorough when performing work; double-checks the accuracy of information to e high-quality and precise work products.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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DECISIVENESS

QUESTION #2		
(b)(2)		
 FOLLOW UP PROBES: 		
(b)(2)		
FOLLOW UP PROBES:		
NOTES		
Situation: Action:		
Outcome:		
Additional Notes:		
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RATING

Please circle the rating that best reflects the candidate's level of **Decisiveness**. Make your rating independently and do not discuss it with the candidate.

impac	t and implications of decisions; makes effective and timely decisions, even when data are limited or ons produce unpleasant consequences.
5	(b)(2)
4	
3	(b)(2)
2	
Î.	(b)(2)

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FLEXIBILITY

QUESTION #3		
(b)(2)		
FOLLOW UP PROBES:		
 "Can you please provide 	e some more information?"	
"What specifically did y	you do?"	
"What was the outcome	of that situation?"	
(b)(2)		
FOLLOW UP PROBES:		
 "Can you please provide 	e some more information?"	
"What specifically did y	y ou do?"	
► "What was the outcome	of that situation?"	
NOTES		
Situation:		
Action:		
11		
Outcome:		
Additional Notes:		
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RATING

Please circle the rating that best reflects the candidate's level of **Flexibility**. Make your rating independently and do not discuss it with the candidate.

new in	pility: Is open to change and new information; adapts behavior and work methods in response to information, changing conditions, or unexpected obstacles; adjusts rapidly to new situations in attention and resolution.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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INTERPERSONAL SKILLS

QUESTION #4			
(b)(2)			
FOLLOW I'D PRODUC			
FOLLOW UP PROBES: "Can you please provide some more information?"			
► "What specifically did you do?"			
► "What was the outcome of that situation?"			
(b)(2)			
FOLLOW UP PROBES:			
"Can you please provide some more information?"			
► "What specifically did you do?"			
"What was the outcome of that situation?"			
NOTES			
Situation:			
Action:			
Outcome:			
Additional Notes:			
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RATING

Please circle the rating that best reflects the candidate's level of **Interpersonal Skills**. Make your rating independently and do not discuss it with the candidate.

	personal Skills- Considers and responds appropriately to the needs, feelings, and capabilities of ent people in different situations; is tactful, compassionate and sensitive, and treats others with
respec	
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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MULTI-TASKING

QUESTION #5				
b)(2)				
FOLLOW UP PROBES:				
"Can you please provide some more information?"				
► "What specifically did you do?"				
► "What was the outcome of that situation?"				
0)(2)				
FOLLOW UP PROBES:				
"Can you please provide some more information?"				
► "What specifically did you do?"				
"What was the outcome of that situation?"				
NOTES				
Situation:				
Action:				
Outcome:				
Additional Notes:				
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RATING

Please circle the rating that best reflects the candidate's level of **Multi-tasking**. Make your rating independently and do not discuss it with the candidate.

	i-tasking- Ability to understand, decipher, analyze, and make decisions utilizing multiple and taneous sources of informational input.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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SELF MANAGEMENT

QUESTION #6				
(b)(2)				
FOLLOW UP PROBES:				
► "Can you please provide some more information?"				
► "What specifically did you do?"				
► "What was the outcome of that situation?"				
(b)(2)				
FOLLOW UP PROBES:	<u> </u>			
"Can you please provide some more information?"				
► "What specifically did you do?"				
► "What was the outcome of that situation?"				
NOTES				
Situation:				
Action:				
Outcome:				
Additional Notes:				
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RATING

Please circle the rating that best reflects the candidate's level of **Self Management**. Make your rating independently and do not discuss it with the candidate.

effort	Management: Sets well-defined and realistic personal goals; displays a high level of initiative, and commitment towards completing assignments in a timely manner; works with minimal vision; is motivated to achieve; demonstrates responsible behavior.	
5	(b)(2)	
4		
3	(b)(2)	
2		
1	(b)(2)	

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TEAM WORK

QUESTION #7				
(b)(2)				
FOLLOW UP PROBES:				
"Can you please pro	vide some more information?"			
"What specifically d	id you do?"			
► "What was the outco	ome of that situation?"			
(b)(2)				
FOLLOW UP PROBES:		•		
"Can you please pro	vide some more information?"			
"What specifically d	id you do?"			
"What was the outco	ome of that situation?"			
NOTES				
Situation:				
Action:				
Outcome:				
Additional Notes:				
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RATING

Please circle the rating that best reflects the candidate's level of **Teamwork**. Make your rating independently and do not discuss it with the candidate.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment				
and team spirit; works with others to achieve goals.				
5	(b)(2)			
4				
3	(b)(2)			
2				
1	(b)(2)			

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ORAL COMMUNICATION

RATING

Note that there is no question for Oral Communication, but that interviewers should evaluate this competency based on how the candidate communicates during the course of the interview.

Please circle the rating that best reflects the candidate's level of **Oral Communication**. Make your rating independently and do not discuss it with the candidate.

	Communication: Composes and presents information, ideas, or directions to others; listens and presents effectively and clarifies information as needed.
5	(b)(2)
4	4]
3	(b)(2)
2	
1	(b)(2)

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Interview

Consensus Discussion Notes

Lead Interviewer: Please record any notes you take during the Consensus discussion in the space provided.

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BEHAVIORAL DETECTION OFFICER (BDO) INTERVIEW DECISION SHEET

FOR INTERVIEWER USE ONLY:				
Candidate Name:	Candidate Last 4 Digits SSN:	Date:		
Interviewer A	Interviewer B	Interviewer C (If applicable)		
Name (please print legibly):	Name (please print legibly):	Name (please print legibly):		

The Lead Interviewer must record all interviewer ratings on the table provided below. Then, the interviewers must discuss their individual ratings and come to a consensus rating for each competency. After coming to consensus on all competencies, the Lead Interviewer will use the consensus ratings to determine whether the candidate passed or failed.

Passing = A minimum rating of $\binom{b}{b}$ on <u>each</u> of the 8 competencies.

BDO Competency	Interviewer	Interviewer	Interviewer	Consensus	Initials
	A	В	C		
			(if applicable)		
Attention to Detail	1	17	24	-	
Decisiveness	(6	0	0		
Flexibility	¥č.	7.0			19
Interpersonal Skills	E. E.		8		0
Multi-tasking					
Self Management	Ti	п			tx.
Teamwork					
Oral Communication	49	,			12
OVERALL INTERV	IEW RESULT	(please circle)	-	PASS	FAIL

NOTES/INCIDENTS:

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SPOT Interview Guide for BDO (Bands F & G)

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SPOT Interview Scheduling Information

Please be sure to address the following information when scheduling candidate's for the interview and training demonstration (if applicable).

General information: The candidate needs to successfully complete the structured interview (and demonstration for STIs) to continue with the selection process. No advance preparation is necessary for the training demonstration, the candidate will be given all information that will be needed. If the candidate is not successful in the interview the candidate will not continue with the training demonstration.

If a candidate applied for multiple vacancy announcements only will need to be interviewed and perform the demonstration once and scores will be used for all positions applied for.

Time: Approximately 45 minutes to complete interview and 45 minutes to 1 hour to complete the training demonstration (if applicable)

Location: Provide detailed instructions on where the candidate should arrive

Special instructions: Identification requirements (Government issued photo ID), Parking instructions, etc.

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SPOT EMPLOYMENT INTERVIEW For Behavior Detection Officers (BDO) & TSM-BDOs

FOR INTERVIEWER USE ONLY:					
Candidate Name:	Candidate	SSN:	Date:		
Interviewer A		Interview	er B		
Name (please print legibly and sign):		Name (please print legibly and sign):			
ii ii					

REMEMBER TO: 1) Greet the candidate; 2) Introduce yourself; 3) Read the provided introduction script; 4) Ask questions 1 – 7 for BDO candidates in numerical order; 5) DO NOT tell the candidate which competencies are being assessed; 6) Take detailed notes, and 7) Thank the candidate for taking the time to interview.

INTRODUCTION SCRIPT FOR BDO:

"The purpose of this interview is to learn more about you and your skills and abilities as they relate to the Behavior Detection Officer (BDO) job. This interview will take approximately 45 minutes and includes 7 questions. You will also be rated on your oral communication skills. All the questions are all related to the actual skills and abilities that are needed for successful performance of the BDO job. Please try to provide as much detail as possible in your responses to each question. You will need to provide a description of the situation, action, and outcome for each question in the interview. The results of the interview will be determined based on your responses to all questions. During the interview we will be taking notes. This practice helps ensure that we are able to accurately evaluate your responses at the conclusion of the interview. Please don't be distracted by the note taking. Several questions are a bit long, so please ask if you would like me to repeat the question for you. Feel free to pause before answering a question in order to collect your thoughts. Just a reminder, that if you apply to other vacancy announcements for BDO positions, scores from this interview will be used for all of your applications and remain valid for six months from the interview date. Do you have any questions before we begin?"

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ATTENTION TO DETAIL

QUESTION #1				
(b)(2)				
FOLLOW UP PROBES:				
"Can you please provide some more information?".				
► "What specifically did you do?"				
► "What was the outcome of that situation?"				
(b)(2)				
FOLLOW UP PROBES:				
"Can you please provide some more information?"				
► "What specifically did you do?"				
► "What was the outcome of that situation?"				
NOTES				
Situation:				
Situation:				
Action:				
Action.				
Outcome:				
Additional Notes:				
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RA	20	м		100
	₩.		99.	

Please circle the rating that best reflects the candidate's level of **Attention to Detail**. Make your rating independently and do not discuss it with the candidate.

	tion to Detail: Is thorough when performing work; double-checks the accuracy of information to e high-quality and precise work products.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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DECISIVENESS

QUESTION #2		
(b)(2)		
FOLLOW UP PROBES:		
FOLLOW UP PROBES:		
NOTES		
Situation: Action:		
Outcome:		
Additional Notes:		
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RA			

Please circle the rating that best reflects the candidate's level of **Decisiveness**. Make your rating independently and do not discuss it with the candidate.

impa	iveness – Exercises good judgment by making sound and well-informed decisions; perceives the et and implications of decisions; makes effective and timely decisions, even when data are limited or ons produce unpleasant consequences.
5	(b)(2)
4	
3	(b)(2)
2	
1.	(b)(2)

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FLEXIBILITY

QUESTION #3 (MANDATORY)	
(b)(2)	
FOLLOW UP PROBES:	
"Can you please provide some more information?"	
► "What specifically did you do?"	
► "What was the outcome of that situation?"	
NOTES	
Situation:	
Action:	
Outcome:	
Additional Notes:	

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RATING

Please circle the rating that best reflects the candidate's level of **Flexibility**. Make your rating independently and do not discuss it with the candidate.

new i	bility: Is open to change and new information; adapts behavior and work methods in response to nformation, changing conditions, or unexpected obstacles; adjusts rapidly to new situations nting attention and resolution.
5	(b)(2)
4	2
3	(b)(2)
(2)	50
2	
1	(b)(2)

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QUESTION #4

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INTERPERSONAL SKILLS

b)(2)		
FOLLOV	W UP PROBES:	
▶ "	"Can you please provide some more information?"	
. "	"What specifically did you do?"	
▶ "	"What was the outcome of that situation?"	
=		
(b)(2)		
FOLLOV	W UP PROBES:	
> "	"Can you please provide some more information?"	
> "	"What specifically did you do?"	
> "	"What was the outcome of that situation?"	
NOTES		
Situation:		
Action:		
Outcome:		
Outcome.		
·		
Additional No	otes:	
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RA		

Please circle the rating that best reflects the candidate's level of **Interpersonal Skills**. Make your rating independently and do not discuss it with the candidate.

	personal Skills- Considers and responds appropriately to the needs, feelings, and capabilities of ent people in different situations; is tactful, compassionate and sensitive, and treats others with
respec	
5	(b)(2)
4	
3	(b)(2)
9.	0
2	
1.	(b)(2)

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MULTI-TASKING

QUESTION #5		
(b)(2)		
FOLLOW UP PROBES:		
"Can you please provide some more information?"		
► "What specifically did you do?"		
► "What was the outcome of that situation?"		
(b)(2)		
= 30		
FOLLOW UP PROBES:		
► "Can you please provide some more information?"		
► "What specifically did you do?"		
► "What was the outcome of that situation?"		
NOTES		
Situation:		
Action:		
Outcome		
Outcome:		
Additional Notes:		
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RATING

Please circle the rating that best reflects the candidate's level of **Multi-tasking**. Make your rating independently and do not discuss it with the candidate.

Mult	i-tasking-Ability to understand, decipher, analyze, and make decisions utilizing multiple and aneous sources of informational input.
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)

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SELF MANAGEMENT

SELF MANAGEMENT
QUESTION #6
EVAL
b)(2)
FOLLOW UP PROBES:
"Can you please provide some more information?"
► "What specifically did you do?"
► "What was the outcome of that situation?"
0)(2)
FOLLOW UP PROBES:
"Can you please provide some more information?"
► "What specifically did you do?"
► "What was the outcome of that situation?"
NOTES
Situation:
Action:
Outcome:
Additional Notes:

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RA	oc.	100	IN	

Please circle the rating that best reflects the candidate's level of **Self Management**. Make your rating independently and do not discuss it with the candidate.

effort,	Anagement: Sets well-defined and realistic personal goals; displays a high level of initiative, and commitment towards completing assignments in a timely manner; works with minimal vision; is motivated to achieve; demonstrates responsible behavior.	
5	(b)(2)	
4		
3	(b)(2)	
2		•
1	(b)(2)	

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TEAM WORK

QUESTION #7	
(b)(2)	
FOLLOW UP PROBES:	
 "Can you please provide some more information?" "What specifically did you do?" "What was the outcome of that situation?" 	
(b)(2)	Ĩ
FOLLOW UP PROBES:	
 "Can you please provide some more information?" "What specifically did you do?" "What was the outcome of that situation?" 	
NOTES	
Situation: Action:	
Outcome:	
Additional Notes:	
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R	Λ	200	924	ш	VI 89
1		ve.	200	ou.	•

Please circle the rating that best reflects the candidate's level of **Teamwork**. Make your rating independently and do not discuss it with the candidate.

	work – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment am spirit; works with others to achieve goals.
5.	(b)(2)
4	
3	(b)(2)
×	41
2	
1.	(b)(2)

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ORAL COMMUNICATION

RATING

Note that there is no question for Oral Communication, but that interviewers should evaluate this competency based on how the candidate communicates during the course of the interview.

Please circle the rating that best reflects the candidate's level of **Oral Communication**. Make your rating independently and do not discuss it with the candidate.

	Communication: Composes and presents information, ideas, or directions to others; listens and rets effectively and clarifies information as needed.
5	(b)(2)
4	
3	(b)(2)
2	
1.,	(b)(2)

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Interview

Consensus Discussion Notes

Lead Interviewer: Please record any notes you take during the Consensus discussion in the space provided.

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BEHAVIORAL DETECTION OFFICER (BDO) INTERVIEW DECISION SHEET

FOR INTERVIEWER USE ONLY:				
Candidate Name:	Candidate Last 4 Digits SSN:	Date:		
Interviewer A	Interviewer B	Interviewer C (If applicable)		
Name (please print legibly):	Name (please print legibly):	Name (please print legibly):		

The Lead Interviewer must record all interviewer ratings on the table provided below. Then, the interviewers must discuss their individual ratings and come to a consensus rating for each competency. After coming to consensus on all competencies, the Lead Interviewer will use the consensus ratings to determine whether the candidate passed or failed.

Passing = A minimum rating of on each of the 8 competencies.

BDO Competency	Interviewer	Interviewer	Interviewer	Consensus	Initials
	A	В	C		
			(if applicable)		
Attention to Detail	ti				10
Decisiveness	10	(i	0	-	
Flexibility	¥2.	79			7
Interpersonal Skills	E E				
Multi-tasking					
Self Management	Ti S	-			iu .
Teamwork					
Oral Communication	19			5	12
OVERALL INTERVIEW RESULT (please circle)				PASS	FAIL

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