



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



### 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.



**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.

**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?"*



**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:





## 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.

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



**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:

Additional Notes:



## 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.

<b>Decisiveness</b> – Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data are limited or solutions produce unpleasant consequences.	
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



**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?”

(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:



## 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.

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



## 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:





## 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.

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



**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:



**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.

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



**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:**

- ▶ “Can you please provide some more information?”
- ▶ “What specifically did **you** do?”
- ▶ “What was the outcome of that situation?”

**NOTES**

Situation:

32  
33  
34

Action:

35  
36  
37  
38

Outcome:

39  
40  
41  
42

Additional Notes:

43  
44  
45  
46



## 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.

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



**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:





## 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.

<b>Teamwork</b> – 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)



## 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.

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



**Interview**  
**Consensus Discussion Notes**

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



**BEHAVIORAL DETECTION OFFICER (BDO)  
INTERVIEW DECISION SHEET**

FOR INTERVIEWER USE ONLY:		
Candidate Name:	Candidate Last 4 Digits SSN:	Date:
<b>Interviewer A</b>	<b>Interviewer B</b>	<b>Interviewer C (If applicable)</b>
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 **(b)(7)(C)** on **each** of the 8 competencies.

BDO Competency	Interviewer A	Interviewer B	Interviewer C (if applicable)	Consensus	Initials
Attention to Detail					
Decisiveness					
Flexibility					
Interpersonal Skills					
Multi-tasking					
Self Management					
Teamwork					
Oral Communication					
OVERALL INTERVIEW RESULT (please circle)				PASS	FAIL

**NOTES/INCIDENTS:**

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for BDO  
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Version 2**



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

FOR INTERVIEWER USE ONLY:		
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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.

**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?"*



**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:



## 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.

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



## 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:

Additional Notes:



## 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.

<b>Decisiveness</b> – Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data are limited or solutions produce unpleasant consequences.	
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



**FLEXIBILITY**

**QUESTION #3**

(b)(2)

**FOLLOW UP PROBES:**

- ▶ “Can you please provide some more information?”
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(b)(2)

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- ▶ “Can you please provide some more information?”
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**NOTES**

Situation:

Action:

Outcome:

Additional Notes:





## 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.

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



## 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)

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### NOTES

Situation:

Action:

Outcome:

Additional Notes:



## 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.

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



**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?”
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**NOTES**

Situation:

Action:

Outcome:

Additional Notes:



**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.

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



**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:**

- ▶ “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:



## 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.

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



**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:

.....





## 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.

<b>Teamwork</b> – 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)



## 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.

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5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



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**Consensus Discussion Notes**

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**Passing** = A minimum rating of 5 on **each** of the 8 competencies.

BDO Competency	Interviewer A	Interviewer B	Interviewer C (if applicable)	Consensus	Initials
Attention to Detail					
Decisiveness					
Flexibility					
Interpersonal Skills					
Multi-tasking					
Self Management					
Teamwork					
Oral Communication					
OVERALL INTERVIEW RESULT (please circle)				PASS	FAIL

**NOTES/INCIDENTS:**

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Version 3**



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





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**For Behavior Detection Officers (BDO) & TSM-BDOs**

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

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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:

•



## 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.

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



**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:

Additional Notes:



## 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.

<b>Decisiveness</b> – Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data are limited or solutions produce unpleasant consequences.	
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



**FLEXIBILITY**

**QUESTION #3**

(b)(2)

**FOLLOW UP PROBES:**

- ▶ “Can you please provide some more information?”
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(b)(2)

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**NOTES**

Situation:

Action:

Outcome:

Additional Notes:



## RATING

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5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



## INTERPERSONAL SKILLS

### QUESTION #4

(b)(2)

#### FOLLOW UP PROBES:

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- ▶ “What specifically did **you** do?”
- ▶ “What was the outcome of that situation?”

(b)(2)

#### FOLLOW UP PROBES:

- ▶ “Can you please provide some more information?”
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### NOTES

Situation:

1  
2  
3  
4

Action:

5  
6  
7  
8  
9

Outcome:

10  
11  
12  
13  
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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.

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



**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:

1  
2  
3  
4

Action:

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6  
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Outcome:

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10  
11  
12

Additional Notes:

13



## 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.

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



**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:**

- ▶ “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:



## 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.

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



**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:



## 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.

<b>Teamwork</b> – 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)





## 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.

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



**Interview**  
**Consensus Discussion Notes**

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



**BEHAVIORAL DETECTION OFFICER (BDO)  
INTERVIEW DECISION SHEET**

FOR INTERVIEWER USE ONLY:		
Candidate Name:	Candidate Last 4 Digits SSN:	Date:
<b>Interviewer A</b>	<b>Interviewer B</b>	<b>Interviewer C (If applicable)</b>
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 **6** on **each** of the 8 competencies.

BDO Competency	Interviewer A	Interviewer B	Interviewer C (if applicable)	Consensus	Initials
Attention to Detail					
Decisiveness					
Flexibility					
Interpersonal Skills					
Multi-tasking					
Self Management					
Teamwork					
Oral Communication					
OVERALL INTERVIEW 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.



**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.

**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?"*





**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:



## 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.

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





**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:

Additional Notes:



## 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.

<b>Decisiveness</b> – Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data are limited or solutions produce unpleasant consequences.	
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



**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:



## 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.

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



## 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:

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Action:

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Outcome:

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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.

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



**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:



## 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 simultaneous sources of informational input.	
5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)





**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:**

- ▶ “Can you please provide some more information?”
- ▶ “What specifically did **you** do?”
- ▶ “What was the outcome of that situation?”

**NOTES**

Situation:

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Action:

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Outcome:

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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.

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5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



**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:

16  
17  
18

Action:

19  
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21  
22

Outcome:

23  
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Additional Notes:

27  
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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.

<b>Teamwork</b> – 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)



## ORAL COMMUNICATION

### RATING

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5	(b)(2)
4	
3	(b)(2)
2	
1	(b)(2)



**Interview**  
**Consensus Discussion Notes**

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Name (please print legibly):	Name (please print legibly):	Name (please print legibly):

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Attention to Detail					
Decisiveness					
Flexibility					
Interpersonal Skills					
Multi-tasking					
Self Management					
Teamwork					
Oral Communication					
OVERALL INTERVIEW RESULT (please circle)				PASS	FAIL

**NOTES/INCIDENTS:**

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