



**Selecting Official's
Structured Interview Guide
for Behavior Detection Officer (BDO)
F Band**

**March, 2014
Version 1.0**



Updates to the BDO F Band Interview Guide

This interview has been updated to be a Selecting Official Interview and the Pass/Fail requirement has been removed. The Selecting Official (SO) interview is a discretionary interview that may only be utilized after the SO receives the Certificate(s) of Eligibles for final selection. Therefore, SOs may decide to conduct this interview for some, none, or all of the candidates referred for potential selection for a position.

Interview Scheduling Information

Please be sure to address the following information when scheduling candidates for the interview.

General information: No advance preparation is necessary for the interview; the candidate will be given all information that will be needed.

Time: Approximately 45 minutes to complete interview

Location: Provide detailed instructions on where the candidate should arrive

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



**Selecting Official Interview
For Behavior Detection Officers (BDOs)**

FOR INTERVIEWER USE ONLY:		
Candidate Name:	Candidate Last 4 Digits SSN:	Date:
Interviewer A	Interviewer B	Interviewer C (If applicable)
Name (please print legibly & sign):	Name (please print legibly & sign):	Name (please print legibly & 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. All questions are related to the actual skills and abilities that are needed for successful performance of the BDO job. This interview will not be used as pass/fail, but rather the information collected will be provided to the Selecting Official as additional information for him/her to consider when making a selection. Please try to provide as much detail as possible in your responses to each question. 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. Do you have any questions before we begin?”



ATTENTION TO DETAIL

QUESTION #1

(b)(2)

FOLLOW UP PROBES:

▶ (b)(2)

▶

▶

(b)(2)

FOLLOW UP PROBES:

▶ (b)(2)

▶

▶

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.

Attention to Detail: <i>Is thorough and precise when accomplishing a task with concern for all aspects of the job involved; double-checks the accuracy of information and work products to provide consistently accurate and high-quality work.</i>	
5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
1	(b)(2)



DECISIVENESS (DECISION MAKING)

QUESTION #2

(b)(2)

FOLLOW UP PROBES:

- ▶ What challenges did you encounter?
- ▶ How did you communicate with those involved?
- ▶ How did others respond to your decision?

(b)(2)

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- ▶ What challenges did you encounter?
- ▶ How did you communicate with those involved?
- ▶ How did others respond to your decision?

NOTES

Situation:

Action:

Outcome:

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Additional Notes:

▪

RATING

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

Decisiveness (Decision Making) – <i>Makes well-informed, effective and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.</i>	
5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
1	(b)(2)



SELF MANAGEMENT

QUESTION #3

(b)(2)

FOLLOW UP PROBES:

- ▶ How did you balance competing priorities?
- ▶ What challenges did you encounter?
- ▶ What were the results of your efforts?

(b)(2)

FOLLOW UP PROBES:

- ▶ How did you balance competing priorities?
- ▶ What challenges did you encounter?
- ▶ What were the results of your efforts?

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.

Self Management: <i>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.</i>	
5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
1	(b)(2)



INTERPERSONAL SKILLS

QUESTION #4

(b)(2)

FOLLOW UP PROBES:

- ▶ What challenges did you encounter?
- ▶ How did you communicate with those involved?
- ▶ How did you account for the perspectives of those involved?

(b)(2)

FOLLOW UP PROBES:

- ▶ What challenges did you encounter?
- ▶ How did you communicate with those involved?
- ▶ How did you account for the perspectives of those involved?

NOTES

Situation:

Action:

Outcome:

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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.

Interpersonal Skills: <i>Treats others with courtesy, sensitivity, and respect; considers and responds appropriately to the needs and feelings of different people in different situations.</i>	
5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
1	(b)(2)



SITUATIONAL AWARENESS

QUESTION #5

(b)(2)

FOLLOW UP PROBES:

- ▶ What factors did you consider?
- ▶ What challenges did you encounter?
- ▶ How did you communicate with those involved?

(b)(2)

FOLLOW UP PROBES:

- ▶ What types of critical factors did you consider?
- ▶ What challenges did you encounter?
- ▶ What strategies did you use to ensure you were effective in the situation?

NOTES

Situation:

Action:

Outcome:



Additional Notes:

RATING

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

Situational Awareness: *Recognizes that the environment is both complex and constantly changing; maintains engagement with team and environment while performing individual duties.*

5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
1	(b)(2)



INTEGRITY/HONESTY

QUESTION #6

(b)(2)

FOLLOW UP PROBES:

- ▶ What challenges do you think you might encounter?
- ▶ How would you communicate with those involved?
- ▶ How do you think you would react in this situation?

(b)(2)

FOLLOW UP PROBES:

- ▶ What challenges do you think you might encounter?
- ▶ How do you think you would react in the situation?
- ▶ What outcomes would you expect as a result of your actions?

NOTES

Situation:

Action:

Outcome:

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Additional Notes:

RATING

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

Integrity/Honesty: <i>Behaves in an honest, fair and ethical manner; shows consistency in words and actions; models high standards of ethics.</i>	
5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
1	(b)(2)



TEAMWORK

QUESTION #7

(b)(2)

FOLLOW UP PROBES:

- ▶ What specifically did you do?
- ▶ How did you communicate with your team?
- ▶ What was the outcome?

(b)(2)

FOLLOW UP PROBES:

- ▶ (b)(2)
- ▶
- ▶

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.

Teamwork: <i>Works cooperatively with others to achieve shared goals; openly shares information, knowledge, and expertise with the team; puts team goals ahead of individual/personal goals.</i>	
5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
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.

Oral Communication: <i>Makes clear and convincing oral presentations; listens effectively; clarifies information as needed.</i>	
5	(b)(2)
4	<i>Use if response does not quite meet Exemplary but is more than Satisfactory.</i>
3	(b)(2)
2	<i>Use if response does not quite meet Satisfactory, but is more than Unsatisfactory.</i>
1	(b)(2)



Interview
Consensus Discussion Notes

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



**BEHAVIOR DETECTION OFFICER (BDO)
F BAND 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 & sign)	Name (please print legibly & sign)	Name (please print legibly & sign)

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.

BDO Competency	Interviewer A	Interviewer B	Interviewer C (if applicable)	Consensus	Initials
Attention to Detail					
Decisiveness (Decision Making)					
Self Management					
Interpersonal Skills					
Situational Awareness					
Integrity/Honesty					
Teamwork					
Oral Communication					
OVERALL INTERVIEW SCORE					



NOTES/INCIDENTS: