

3D Interview Guide: Instructions

This 3D Interview Guide is designed to help employers measure the three “success factors” that predict an employee’s potential for success.

The 1st Dimension measures “Can Do” (skills, knowledge, and experience); the 2nd Dimension measures “Will Do” (personality and motivation); and the 3rd Dimension measures “Follow-Through” (work ethic and persistence). By combining the points from each of the Three Dimensions of Success, the final score can help determine the final hiring decision.

NOTE: To increase the accuracy of the 3D Guide, the CraftMetrics Learning Aptitude Survey (CLAS) can be administered, and depending on the results, could reward bonus points to the 1st Dimension “Can Do” score.

SCORING GUIDELINES

Award points for each question and observation in this guide based on the following guidelines:

9-10 points (High): The candidate has demonstrated consistent proficiency through recent and relevant experience in a setting similar to that required of this position. The candidate will require minimal or no formal training to reach the highest level of performance. This candidate will proceed rapidly through the “learning curve” of the new position and will positively impact the performance of others in the near future.

6-8 points (Moderate): The candidate has demonstrated some proficiency through past experiences, although within experiences that are less relevant, untimely, or dissimilar than those of more proficient candidates. The candidate will require a moderate amount of training to reach the highest level of performance. This candidate may be able to train others at some time in the future but presently does not possess a mastery of the competency.

0-5 points (Low): The candidate has not demonstrated a sufficient level of the competency and will require significant training to develop the required skills for the position. The training required of this candidate may be beyond what is available based on timing and resources. The candidate may have had limited or no opportunity to demonstrate this competency in previous positions, yet may be able to develop competence given an extended learning or trial period.

After each interview has concluded and the candidate has left, take a few moments to read through your notes and expand on any thoughts while still fresh in your mind. Then, ensure that you have adequately documented each of the candidate’s responses and award point values for each according to the guidelines above. Add up the points you have awarded for each item and record those points on the scoring sheet.