

Interview Guidance

Purpose: To provide guidance for conducting the panel interview to assess legal administrator applicants.

Requirement: Applicants will undergo a structured interview by a panel consisting of the Staff Judge Advocate/LOD Commander, Sr. Legal Administrator, and Command/Chief Paralegal NCO.

Methods:

Interview Tools: Legal Administrators must contact the Career Manager to request the structured interview tool being used during the current accession cycle. This includes the appropriate version of the *Applicant Interview Record, Question & Answer Key*, and the *Interview Rubric & Scorecard*. With the exception of providing the Staff Judge Advocate and Command/Chief Paralegal NCO a copy of the *Applicant Interview Record*, these tools must not be printed, duplicated, or shared with anyone.

Interview Questions: Prior to commencement of the interview, panel members should determine which questions each member will ask. Each applicant will be asked each structured interview question in the order listed on the *Applicant Interview Record*. Panel members will not alter questions or insert prefaces to interview questions. Applicants will not be made aware of what questions will be asked prior to the interview but will be informed that they will be asked both opinion and fact-based questions across seven (7) categories: character, competence, leadership, resourcefulness, communication, experience, and potential. Candidates' responses should be elaborative and relevant.

Interview Record: During the interview, all panel members will record the applicant's responses. These notes will be recorded using the *Applicant Interview Record* which will be collected and used by the Legal Administrator to subsequently capture all responses on one *Applicant Interview Record*. This final record will be provided to the Career Manager. There should be no other documents containing notes from the interview.

Interview Scoring: Interview Scoring: After the interview, each panel member will score the applicant's responses to each question on "their" Interview Rubric & Scorecard using the responses noted on the Question & Answer Key. Members will "then" compare their scores and assign an average score (per question). For example, if the SJA rated the applicant's responses to Question 1 at a 5, the Sr. Legal Administrator at a 4, and the Chief/Command Paralegal NCO at a 3, those scores are averaged (in this case, $5+4+3= 12$ and $12\div3 = 4$; the final score for Q1 would be a 4).

The total points possible for the 14 question interview is 70 (that is 5 points max per question). A percentage will be used however to weigh the applicant's overall score. For example, if the applicant's total score is 49 points out of 70 possible points, the percentage will be calculated by dividing 49 over 70 and multiplying that number by 100 (or $49 \div 70 \times 100$). In this example, the final score is 70%. The applicant's interview score will not be shared with the applicant. "The average score and percentage will be annotated on the final Applicant Interview Record that will be submitted to the career manager. Raw scores from panel members should not be submitted."

Interview Memorandum/SJA Recommendation: If panel members have additional questions they deem necessary to determine an applicant's fitness for service as a Legal Administrator, those questions should be asked after the structured interview questions. These questions and their responses will not be annotated on the *Applicant Interview Record*. They can, however, be addressed in the SJA/ LOD Commander's interview memo.

An example of verbiage for the SJA memorandum is: "On 19 June 2021, a panel consisting of the SJA, Legal Administrator, and Command/Chief Paralegal NCO interviewed SFC Marrisette, for example, to determine her suitability to become a Legal Administrator. SFC Marrisette's attention to detail and myriad of experiences make her the perfect candidate to become a legal administrator. SFC Marrisette received a percentage score of 70 (50/70) across the seven interview categories of character, competence, communication, leadership, resourcefulness, experience, and potential."

In addition to noting the candidate's interview percentage score, the SJA will annotate the panel's and SJA's recommendation about the applicant's suitability for service as a legal administrator. Opinions of the applicant's professionalism, maturity, military bearing, organizational leadership potential, understanding of officership, and ability to communicate effectively may also be included.

Only the single panel recommendation signed by the SJA/LOD Commander is required.

Interview Feedback: The Legal Administrator is required to provide interview feedback to the applicant (post-interview). The Career Manager will clarify any ambiguities with the *Applicant Interview Record* or *Interview Rubric & Scorecard* with the submitting Legal Administrator.