Public Service Commission

Descriptive rating scales

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Where rating scales are used you need to be clear about what each point on the scale means. By having a description of the defining features for each rating point assessors are more likely to assess performance in a consistent and standardised way.

You can also tailor your rating scale for each assessment. See: **Google's sample interview grading rubric** for an example.

5-point rating scale

In this example, a candidate's performance would need to be rated at 3 or higher to be assessed as meeting the capability requirements.

Example: 5-point rating scale

Rating	Definition	Description
5	Very likely to be a strength	All behavioural indicators were seen. The candidate provided an excellent response demonstrating consistent application of capability at this level and could mentor others.
4	Likely to be strength	Most behavioural indicators were seen. The candidate provided a thorough response which clearly demonstrated capability at this level.

Rating	Definition	Description
3	Meets requirements	A satisfactory number of behavioural indicators were seen. The candidate provided a satisfactory response which met the **pre-established standards** for this capability.
2	Development required	Few behavioural indicators were seen. The candidate would require development on this capability.
1	Significant development required	None of the behavioural indicators were seen, or negative behaviours were seen. The candidate was unable to demonstrate competence in the capability at this level. The candidate would require significant development.

3-point rating scale

In this example, a candidate's performance would need to be rated at 2 or higher to be assessed as meeting the capability requirements.

Example: 3-point rating scale

Rating	Definition	Description
3	Exceeds requirements	All behavioural indicators were seen. The candidate provided an excellent response demonstrating consistent application of capability at this level and could mentor others.
2	Meets requirements	A satisfactory number of behavioural indicators were seen. The candidate provided a satisfactory response which met the **pre-established standards** for this capability.

Rating	Definition	Description
1	Development required	Few of the behavioural indicators were seen, or negative behaviours were seen. The candidate would require development on this capability.