

# SUPPLEMENTAL EXAMINATION - RATING SCALE

## CORRECTIONAL COUNSELOR - C6783

PRINT: \_\_\_\_\_  
Last Name First Name Initial

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

This supplemental examination form is for use in the evaluation of your prior training and experience in light of several critical job requirements. Candidates must meet the minimum requirements for this position. Your final score however, will be based on the results of this evaluation. Since the evaluation of your training and experience is based entirely on your responses on this form, it is very important that you fill the supplement out completely and accurately. Please read through the instructions and the supplement carefully before you begin.

Information supplied in this supplement is subject to verification. Attempts to falsify or misrepresent such information will disqualify your application and if hired, may be grounds for dismissal.

I certify that the information on this supplemental examination is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ASSESSMENT OF TRAINING AND EXPERIENCE

#### **Instructions:**

This part of your evaluation for the position of Correctional Counselor requires you to assess the quality of your training and experience as it relates to several critical knowledge, skills, and abilities (referred to in this evaluation as "traits") of the Correctional Counselor's job. Your final score in the evaluation will be based on your self-assessments and substantiation of these assessments; therefore be as accurate as possible.

#### **NOTICE:**

The State of Oregon reserves the right to recalculate your assessed rating, if the supporting evidence or verification checks do not support that rating. Carefully review the Training and Experience Assessment Levels chart presented on the next page. You will be using these levels to assess your acquisition and application of the assessed traits in your prior training and experience.

**Language Skill Codes**  
**Experience in the following**

**Spanish**

<b>Reading &amp; Speaking</b>	<b>Writing</b>	<b>Translating</b>
<input type="checkbox"/> (SPA)	<input type="checkbox"/> (SPR)	<input type="checkbox"/> (SPB)

*Check all that apply*

**TRAINING AND EXPERIENCE ASSESSMENT LEVELS**

**Level  
Number**

**Level Definition**

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- |   |   |
|---|---|
| 1 | Assessment at this level indicates that you have not acquired or applied the assessed trait; you have no directly related training or experience. |
|---|---|
- 
- |   |   |
|---|---|
| 2 | Assessment at this level indicates that you have acquired the assessed trait through directly related training BUT have NOT applied or demonstrated the trait in a job setting. |
|---|---|
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- |   |   |
|---|---|
| 3 | Assessment at this level indicates that you have acquired the assessed trait AND have applied or demonstrated the trait under close supervision as an entry-level correctional counselor. |
|---|---|
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- |   |   |
|---|---|
| 4 | Assessment at this level indicates that you have acquired the trait AND have applied or demonstrated the trait as a correctional counselor with full responsibility for case management, supervision, release planning and investigative report writing of convicted felons and misdemeanant. |
|---|---|
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If, when applying the assessment chart, you feel that your acquisition and application of a trait falls between two levels as defined on the chart, you should circle the number corresponding to the lower of the two levels.

## ASSESSMENT

Using the chart on page 3, circle the number to indicate the level which best describes your prior training and/or experience with respect to each of the following traits.

### A. CORRECTIONAL COUNSELING

1. Gained knowledge of criminal law and the justice system. 1 2 3 4
2. Gained knowledge of rehabilitative or correctional institution setting. 1 2 3 4
3. Gained knowledge of social and/or behavioral science. 1 2 3 4
4. Gained knowledge of human normal and abnormal behavior patterns. 1 2 3 4
5. Gained knowledge of community and/or institution resources for offender. 1 2 3 4
6. Gained knowledge of procedures for arrests, detention, investigations, and transportation of offenders. 1 2 3 4
7. Counseled individuals and groups. 1 2 3 4
8. Defused aggressive behaviors. 1 2 3 4
9. Evaluated behavior and analyzed information. 1 2 3 4
10. Reviewed and assessed information against established rules. 1 2 3 4
11. Dealt with persons of varying socioeconomic and cultural backgrounds. 1 2 3 4
12. Adjusted program operations to meet changing needs and agency requirements. 1 2 3 4
13. Made immediate decisions when dealing with crises situations. 1 2 3 4
14. Worked independently and put work in priority order to meet deadlines. 1 2 3 4

### B. COMMUNICATIONS

15. Provided testimony in court. 1 2 3 4
16. Provided written and verbal communication. 1 2 3 4
17. Communicated on a one-to-one basis and in groups. 1 2 3 4
18. Exchanged information or communicated professional opinions. 1 2 3 4

## TRAINING AND/OR EXPERIENCE SUPPORTING EVIDENCE

### Description of Training/Trait Application/Demonstration

In this section provide specific achievements or accomplishments in your prior work experience or training which substantiate the assessment of your acquisition and application of the traits made in the previous section. Be sure to describe any training and its applicability to the assessed trait. \*To receive credit, you must write in the job/education number(s) from your State of Oregon Employment Application form that describes the training or experience you have in each assessed trait. (The job/education number is the circled number in the left-hand margin of the application.) If you need more space attach additional pages. Be sure to reference any additional pages by identifying the appropriate trait (e.g., Trait 1, Trait 7, etc.).

COMPLETION OF THIS SUPPORTING EVIDENCE SECTION IS MANDATORY. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN THE REJECTION OF YOUR APPLICATION.

Trait 1      JOB # \_\_\_\_\_

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Trait 2      JOB # \_\_\_\_\_

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Trait 3      JOB # \_\_\_\_\_

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Trait 4      JOB # \_\_\_\_\_

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Trait 5      JOB # \_\_\_\_\_

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Trait 6      JOB # \_\_\_\_\_

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Trait 7      JOB # \_\_\_\_\_

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Trait 8      JOB # \_\_\_\_\_

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Trait 9      JOB # \_\_\_\_\_

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Trait 10      JOB # \_\_\_\_\_

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Trait 11      JOB # \_\_\_\_\_

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Trait 12      JOB # \_\_\_\_\_

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Trait 13      JOB # \_\_\_\_\_

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Trait 14      JOB # \_\_\_\_\_

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Trait 15      JOB # \_\_\_\_\_

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Trait 16      JOB # \_\_\_\_\_

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Trait 17      JOB # \_\_\_\_\_

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Trait 18      JOB # \_\_\_\_\_

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