

Example Completed Consensus Form

Question	Individual Ratings			Final Group Rating
1. Explain how you have administered and/or monitored a budget. (Competency: Financial Management)	5	3 4(SW)	5	5
2. Describe in detail specific analyses you have conducted related to budget. (Competency: Financial Management)	4	4	3	4
3. How have you ensured that responsible individuals (program managers, employees, etc.) adhere to budget plans and requirements? If you haven't, how would you? (Competency: Accountability)	3	2	3	3
4. Describe your experience in budget reporting. (Competency: Computer Skills)	4	5	4	4
5. Describe your experience coordinating and allocating resources to program managers (or applicable persons). (Competency: Administrative Management).	2	3	4 3(DD)	3

Consensus Discussion Notes:

[This space would be used to document the consensus discussion. It is helpful to include points made by each rater as to how they initially decided on a score for the candidate (for each question) and what evidence or support others cited from their notes that justified their difference in rating. All discussion points should be clearly articulated and panel members must not feel coerced into changing their ratings. Document specific support that convinced the rater to change his or her ratings]