

**Green vs. State Dept.**

**Case \_\_\_\_\_ - \_\_\_\_\_ RBW**

**Exhibit \_\_\_\_\_ of \_\_\_\_\_**

**AWRC Exhibit 0.3 Qualification by interview and  
timed testing 12 02 05**

## INFORMATION ON THE FOREIGN SERVICE SPECIALIST ORAL ASSESSMENT

The Foreign Service specialist oral assessment consists of a written exercise and a structured job interview. You will be evaluated and scored on the 12 dimensions listed separately. These are the dimensions we have determined are necessary to be a successful Foreign Service Specialist. Office Management Specialists must also pass an on-line timed proof-reading test, the results of which weighs heavily in the Final Score.

**Written Exercise.** For the first part of the assessment, you will have 45 minutes to write an essay on your choice of topics from a list that you will be given. You will have a computer available to use, but you may write the essay in longhand if you prefer. This exercise covers the dimension of written communication: "To write concise, well-organized, grammatically correct, effective and persuasive English in a limited amount of time." You will be assessed only on how well you express your views, not on the views themselves.

**Structured Interview.** The interview, which covers the remaining 11 dimensions, will be conducted by two examiners, a Foreign Service generalist and a Foreign Service specialist in your field. The interview generally takes 1 hour. There are two parts to the structured interview. In the first part of the interview, you will be asked about your motivation for joining the Foreign Service and about background experiences that might be relevant to your work as a Foreign Service Specialist. In the second part of the interview, the Foreign Service Specialist will ask you technical questions in your field and provide hypothetical workplace problems for you to resolve. You are expected to use common sense and good judgment and to make assumptions you believe are appropriate in responding to the hypothetical situations.

**Exit Interview.** At the conclusion of the interview, you will return to the waiting room while the examiners consolidate their scores. You will then be asked to return to the interview room where the examiners will inform you whether or not you reached the cut-off score which will enable your candidacy to be continued. If you reach the cut-off score, the examiners will brief you on the next steps in the pre-employment process.

## FOREIGN SERVICE SPECIALIST ORAL EXAMINATION DIMENSIONS

**Composure.** To stay calm, poised, and effective in stressful or difficult situations; to think on one's feet, adjusting quickly to changing situations; to maintain self-control.

**Cultural Adaptability.** To work and communicate effectively and harmoniously with persons of other cultures, value systems, political beliefs, and economic circumstances; to recognize and respect differences in new and different cultural environments.

**Experience and Motivation.** To demonstrate knowledge, skills or other attributes gained from previous experience of relevance to the Foreign Service; to articulate appropriate motivation for joining the Foreign Service.

**Information Integration and Analysis.** To absorb and retain complex information drawn from a variety of sources; to draw reasoned conclusions from analysis and synthesis of available information; to evaluate the importance, reliability, and usefulness of information; to remember details of a meeting or event without the benefit of notes.

**Initiative and Leadership.** To recognize and assume responsibility for work that needs to be done; to persist in the completion of a task; to influence significantly a group's activity, direction, or opinion; to motivate others to participate in the activity one is leading.

**Judgment.** To discern what is appropriate, practical, and realistic in a given situation; to weigh relative merits of competing demands.

**Objectivity and Integrity.** To be fair and honest; to avoid deceit, favoritism, and discrimination; to present issues frankly and fully, without injecting subjective bias; to work without letting personal bias prejudice actions.

**Oral Communication.** To speak fluently in a concise, grammatically correct, organized, precise, and persuasive manner; to convey nuances of meaning accurately; to use appropriate styles of communication to fit the audience and purpose.

**Planning and Organizing.** To prioritize and order tasks effectively, to employ a systematic approach to achieving objectives, to make appropriate use of limited resources.

**Resourcefulness.** To formulate creative alternatives or solutions to resolve problems, to show flexibility in response to unanticipated circumstances.

**Working With Others.** To interact in a constructive, cooperative, and harmonious manner; to work effectively as a team player; to establish positive relationships and gain the confidence of others; to use humor as appropriate.

**Written Communication.** To write concise, well organized, grammatically correct, effective and persuasive English in a limited amount of time.