

On the Application, there were two assessment questions and six competencies tested.

Assessment

Questionnaire

1. Do you have a full seven (7) years of experience as a licensed attorney preparing for, participating in, and/or reviewing formal hearings or trials involving litigation and/or administrative law at the Federal, State or local level?

In the text box below, describe your experience, if applicable, that relates to the "*litigation experience*" requirements as defined in the "Qualifications Requirements" section. Please pay special attention to the above instructions concerning specificity and detail.

In the text box below, describe your experience, if applicable, that relates to the "administrative law experience" requirements as defined in the "Qualifications Requirements" section. Please pay special attention to the above instructions concerning specificity and detail.

2. All ALJ applicants are required to certify that they are duly licensed to practice law as an attorney at the time of filing, and were so licensed for at least a full seven (7) years prior to this application, under the laws of a State, the District of Columbia, the Commonwealth of Puerto Rico, or any territorial court established under the United States Constitution. Judicial status is acceptable in lieu of "active" status in States that prohibit sitting Judges from maintaining "active" status to practice law. Being in "good standing" is acceptable in lieu of "active" status in States where the licensing authority considers "good standing" as having a current license to practice law.

If you answered "Yes" (item 2.A) above, list all jurisdictions in which you are currently licensed to practice law, the date(s) of admission to the Bar in each jurisdiction, and the Bar license number in each jurisdiction. If you answered "No" (Item 2.B) above, you will receive an "ineligible" rating.

NOTE: If you do not provide sufficient information to show that you meet the minimum licensure requirements, you will be rated as "ineligible." We will not request or accept any additional information and/or clarification beyond what you provide in the following text boxes.

Competency 1: Decision Making

Definition: Makes sound, well-informed, objective, and timely decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish goals.

The actual Application had detailed instructions and an example how to answer the Competencies. From memory, you will need to provide dates, a general statement and then a more detailed answer. The detailed answer and general statement had a limit on the number of

words you can use, and if you exceeded the number, the works would not appear on the application. You also need to list a person who can verify what you have stated. NB: Have these all completed in a word processing program so you can spell check and do your word count and proof read.

ANSWER:

Dates:

General Statement:

Detailed Answer:

Person who can verify:

Competency 2: Interpersonal Skills

Definition: Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; deals effectively with individuals who are difficult, assertive, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Competency 3: Oral Communication

Definition: Expresses information (for example, conclusions, rationale, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Competency 4: Writing

Definition: Recognizes and uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in writing in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Competency 5: Judicial Analysis

Definition: Analyzes, evaluates and weighs all evidence, including technical subject matter; defines issues and makes findings of fact and conclusions of law, which are appropriate to the case; clearly articulates the basis for the outcome.

Competency 6: Judicial Management

Definition: Knows and applies legal, trial, and evidentiary rules and procedures; presides at,

participates in, and/or facilitates conferences, hearings, and meetings with sensitivity, diplomacy and impartiality; develops a full and fair record (for example, elicits facts, when appropriate, by examining lay and expert witnesses and by other means); gives all sides a fair opportunity to be heard; works with others to find mutually acceptable solutions.