

COURT LIAISON – SCORING GUIDE & RUBRIC

Education & Minimum Qualifications	5 – Outstanding Degree and background strongly aligned with the role; exceeds minimum qualifications with additional relevant credentials or training.
	4 – Exceeds Expectations Degree in a closely related field plus some relevant coursework, certification, or training beyond the minimum.
	3 – Meets Expectations Bachelor's degree in a related field (social work, psychology, criminal justice, public administration, etc.); meets minimum qualifications.
	2 – Below Expectations Degree is in an unrelated field with limited relevant coursework or experience; borderline on minimum qualifications.
	1 – Does Not Meet Expectations Does not hold a bachelor's degree in a related field and lacks equivalent experience; does not meet other minimum qualifications.
Relevant Experience	5 – Outstanding Extensive, directly relevant experience across courts, jail, and behavioral health systems, ideally including cross-agency coordination.
	4 – Exceeds Expectations Multiple years of relevant experience across more than one of these systems.
	3 – Meets Expectations Direct experience with courts, jail, LMHA/LBHA, criminal justice, case management, or program coordination.
	2 – Below Expectations Minimal or indirect exposure (e.g., brief internship, adjacent field) with limited hands-on responsibility.
	1 – Does Not Meet Expectations No experience with courts, jails, behavioral health, or related systems.
Communication Skills	5 – Outstanding Exceptional communicator; concise and persuasive, able to translate complex legal/clinical concepts for varied audiences (judges, providers, families).
	4 – Exceeds Expectations Communicated clearly, adjusted language and tone for different audiences, gave concise and organized answers.
	3 – Meets Expectations Communicated clearly and professionally; explained ideas in an organized way.
	2 – Below Expectations Communication was understandable but lacked clarity, structure, or professionalism in places.
	1 – Does Not Meet Expectations Struggled to communicate clearly; answers were disorganized, vague, or hard to follow.
Problem-Solving, Facilitation & Collaboration	5 – Outstanding Gave multiple strong examples of leading facilitation, building consensus among competing stakeholders, and driving a process improvement to completion.
	4 – Exceeds Expectations Gave a specific, practical example of solving a cross-agency problem or facilitating a group toward resolution.
	3 – Meets Expectations Described a clear, logical approach to identifying a gap or delay and proposing a fix.
	2 – Below Expectations Described a generic or surface-level approach without concrete steps.
	1 – Does Not Meet Expectations Could not describe how they would identify or address a system or process problem.

COURT LIAISON – SCORING GUIDE & RUBRIC	
Relationship-Building & Professionalism Across Agencies	5 – Outstanding Exceptional relationship-builder with a track record of earning credibility with judges, law enforcement, and clinical staff alike, while maintaining clear boundaries around the non-clinical/non-legal nature of the role.
	4 – Exceeds Expectations Gave specific examples of building trust and rapport across very different stakeholders.
	3 – Meets Expectations Demonstrated professionalism and comfort working with judges, attorneys, jail staff, and providers; understands the neutral, non-clinical nature of the role.
	2 – Below Expectations Generally professional but gave limited evidence of experience navigating competing agency interests.
	1 – Does Not Meet Expectations Showed signs of taking sides, lacking tact, or discomfort working across very different professional cultures (legal, clinical, law enforcement).
Data, Reporting & Technology Proficiency	5 – Outstanding Strong, hands-on experience managing case-level and program-level data across systems, identifying data quality issues, and using data to drive decisions.
	4 – Exceeds Expectations Experience with data portals or systems (e.g., REDCap, Qualtrics, case management systems) and reporting on program-level data.
	3 – Meets Expectations Comfortable with Microsoft Outlook, Word, and Excel; some experience collecting, organizing, or reporting case-level data.
	2 – Below Expectations Basic comfort with office software; limited experience with data collection or reporting.
	1 – Does Not Meet Expectations Little to no comfort with Excel, Word, or Outlook, or data systems; no experience with case-level data.
Organizational Skills & Independent Judgment	5 – Outstanding Exceptional independent judgment; consistently manages a high volume of competing priorities and proactively flags issues before they become problems.
	4 – Exceeds Expectations Gave specific examples of prioritizing effectively and knowing when to escalate issues appropriately.
	3 – Meets Expectations Demonstrated ability to manage multiple projects, deadlines, and meetings with minimal supervision.
	2 – Below Expectations Basic organizational habits, but limited evidence of managing multiple complex priorities independently.
	1 – Does Not Meet Expectations Could not describe how they manage competing deadlines or projects; relies heavily on direction from others.
Composure, Judgment & Emotional Intelligence Under Pressure	5 – Outstanding Exceptional composure and emotional intelligence; described handling a genuinely difficult, sensitive situation with maturity, discretion, and skill.
	4 – Exceeds Expectations Gave a specific example of remaining composed and effective in a high-stakes or emotionally charged situation.
	3 – Meets Expectations Demonstrated calm, sound judgment, and an understanding of confidentiality requirements in stressful situations.
	2 – Below Expectations Adequate composure but limited insight into handling high-stress, sensitive situations.
	1 – Does Not Meet Expectations Appeared uncomfortable discussing stressful or sensitive situations; unclear on confidentiality boundaries.

Candidate Info

Enter each candidate's name and interview date here. This flows automatically into every Scorecard and the Comparison Summary - enter it once, not on every tab.

Candidate #	Candidate Name	Interview Date	Notes (position applied for, resume reference, etc. - optional)
1			
2			
3			
4			
5			
6			

Court Liaison Interview Scorecard - Interviewer 1

Interviewer Name:

County:

Criteria	Max Points						
<i>Interview Date →</i>							
Education & Minimum Qualifications	5						
Relevant Experience	5						
Communication Skills	5						
Problem-Solving, Facilitation & Collaboration	5						
Relationship-Building & Professionalism Across Agencies	5						
Data, Reporting & Technology Proficiency	5						
Organizational Skills & Independent Judgment	5						
Composure, Judgment & Emotional Intelligence Under Pressure	5						
TOTAL (out of 40)	40						
<i>Bonus - Preferred Quals (0-5, optional)</i>	5						
GRAND TOTAL (out of 45)	45						

Interview Notes / Examples

--	--	--	--	--	--	--	--

Court Liaison Interview Scorecard - Interviewer 2

Interviewer Name:

County:

Criteria	Max Points					
<i>Interview Date →</i>						
Education & Minimum Qualifications	5					
Relevant Experience	5					
Communication Skills	5					
Problem-Solving, Facilitation & Collaboration	5					
Relationship-Building & Professionalism Across Agencies	5					
Data, Reporting & Technology Proficiency	5					
Organizational Skills & Independent Judgment	5					
Composure, Judgment & Emotional Intelligence Under Pressure	5					
TOTAL (out of 40)	40					
<i>Bonus - Preferred Quals (0-5, optional)</i>	5					
GRAND TOTAL (out of 45)	45					

Interview Notes / Examples						
----------------------------	--	--	--	--	--	--

Court Liaison Interview Scorecard - Interviewer 3

Interviewer Name:

County:

Criteria	Max Points					
<i>Interview Date →</i>						
Education & Minimum Qualifications	5					
Relevant Experience	5					
Communication Skills	5					
Problem-Solving, Facilitation & Collaboration	5					
Relationship-Building & Professionalism Across Agencies	5					
Data, Reporting & Technology Proficiency	5					
Organizational Skills & Independent Judgment	5					
Composure, Judgment & Emotional Intelligence Under Pressure	5					
TOTAL (out of 40)	40					
<i>Bonus - Preferred Quals (0-5, optional)</i>	5					
GRAND TOTAL (out of 45)	45					

Interview Notes / Examples						
----------------------------	--	--	--	--	--	--

Court Liaison Interview Scorecard - Interviewer 4

Interviewer Name:

County:

Criteria	Max Points					
<i>Interview Date →</i>						
Education & Minimum Qualifications	5					
Relevant Experience	5					
Communication Skills	5					
Problem-Solving, Facilitation & Collaboration	5					
Relationship-Building & Professionalism Across Agencies	5					
Data, Reporting & Technology Proficiency	5					
Organizational Skills & Independent Judgment	5					
Composure, Judgment & Emotional Intelligence Under Pressure	5					
TOTAL (out of 40)	40					
<i>Bonus - Preferred Quals (0-5, optional)</i>	5					
GRAND TOTAL (out of 45)	45					

Interview Notes / Examples						
----------------------------	--	--	--	--	--	--

Court Liaison Interview Scorecard - Interviewer 5

Interviewer Name:

County:

Criteria	Max Points					
<i>Interview Date →</i>						
Education & Minimum Qualifications	5					
Relevant Experience	5					
Communication Skills	5					
Problem-Solving, Facilitation & Collaboration	5					
Relationship-Building & Professionalism Across Agencies	5					
Data, Reporting & Technology Proficiency	5					
Organizational Skills & Independent Judgment	5					
Composure, Judgment & Emotional Intelligence Under Pressure	5					
TOTAL (out of 40)	40					
<i>Bonus - Preferred Quals (0-5, optional)</i>	5					
GRAND TOTAL (out of 45)	45					

Interview Notes / Examples						
----------------------------	--	--	--	--	--	--

Candidate Comparison Summary

Candidate names, interview dates, and every interviewer's Grand Total score pull in automatically from the Candidate Info and Interviewer tabs. Average and Rank calculate automatically (Rank 1 = highest score).

[illegible]