



DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO J-12

OCT 12 2005

MEMORANDUM FOR DLA SUPERVISORS

SUBJECT: Interviewing Policy

The purpose of this memorandum is to set forth policy which establishes a uniform interviewing approach within the Agency for those situations that warrant the conduct of interviews.

In November 2003, the Corporate Board endorsed Behavior Based Interviewing (BBI) as part of the Enterprise Leader Development Program. BBI is a structured, practical interviewing approach considered a best practice for ensuring that candidates are selected based on the competencies needed to do the job. The premise behind BBI is that past behavior predicts future performance.

In FY05, DLA began an enterprise-wide implementation which includes training supervisors in the use of BBI. We plan to complete this training by the end of CY06. Once trained in BBI, supervisors are required to use the technique for all interviews they conduct. By the end of CY06, all interviews will be conducted using BBI.

Employees can find out more about BBI learning resources by contacting their Customer Support Office forward presence representative.

  
JEFFREY R. NEAL  
Director  
Human Resources

