

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 3-6

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Applicant Assessment

OVERVIEW: This policy describes the procedures for assessing applicants for the necessary knowledge, skills and abilities associated with the position for which they are applying.

SCOPE: This policy applies to all vacant positions for which assessments have been requested.

PROVISIONS:

1. **Applicant Testing.** To properly assess applicants for the required knowledge, skills and abilities necessary for a position, the department director may request appropriate testing.
 - a. Tests may be requested for required skills or desired skills.
 - b. Whether the tested skills are a core requirement or a desired proficiency will be outlined in the advertisement for the position.
 - i. The Vacancy Requisition entered into the Applicant Tracking System will indicate whether a specific skills test is required or desired.
 - c. All requested test results will be included in the applicant package sent to the department.
 - d. Applicants who do not meet the minimum score or performance level on required test(s) will not be referred as qualified.
2. **Testing Process.** The applicant shall schedule the required test(s) at the time the official employment application is submitted or by other deadline dates as appropriate.
 - a. If the test(s) are a required skill, the applicant must have the results on file by the Thursday following the closing date or the applicant may not be considered for the position.
 - b. The Human Resources Office will coordinate the administration of skills tests, such as typing, word processing functions and general computer skills if such testing is a core requirement.
 - c. Test scores from an agency approved by the Human Resources Office must be submitted directly to the Human Resources Office by the approved agency.
 - d. All test scores will remain valid for two years. A current employee may be retested when applying for a promotion or transfer if the most recent test is more than two years old or if requested by the employee.
 - i. An employee in a classification that performs the same typing or computer-related duties as the position applied for may request that the test be waived by submitting a letter to the department director.

- ii. The department director will consult with the Human Resources Office before granting such waiver.
 - iii. If an applicant chooses to retake a test, two additional attempts to pass the test will be permitted within a six month period.
3. **Assessment Instruments.** A department may request testing for any position to assist in the interview/evaluation process and may utilize the following testing instruments:
- a. Simulation. The purpose of the simulation is to place a candidate in a situation that challenges problem solving and/or management skills while focusing on the process the candidate uses in problem solving, as well as the end product.
 - iv. The simulation consists of a series of case-study problems that are based on actual events.
 - v. The process reveals a candidate's ability to organize materials, prioritize and offer a clear rationale as to why a specific recommendation is thought to be appropriate.
 - b. Typing, Word Processing or General Computer Skills Test. The interviewing department may elect to request typing speed, word processing functions testing and/or general computer skills testing for appropriate positions.
 - iv. If typing speed testing is required, all successful applicants must type a minimum of 35 net words per minute (NWPM).
 - v. For word processing or general computer skills test, score of at least 70 (on a scale of 100) or the equivalent is required when such tests are a required competency.
 - c. Departments may elect to require other specific tests for positions, either for required or preferred skills. If other testing is requested, the department director will notify the Human Resources Office which will co-ordinate such testing.

County Manager

County Attorney