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| State of Wisconsin  Department of Administration  Division of Personnel Management  DOA-15536 (REV. 09/2018)  s. 230.43, Wis. Stats. |  |  |

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| **Selection Assessment Strategy** |

*Wisconsin Human Resources Handbook (WHRH) Chapter 176 reviews the method and options for development of assessments throughout the selection process. Criteria used in the assessments are derived through job analysis. This form establishes the documentation of these criteria and thus serves as the validity foundation. The HR Specialist is responsible for ensuring the job analysis and the assessments are appropriately linked in order to establish the basis for validity. DPM recommends the HR Supervisor or a second HR Specialist review this document to confirm adherence to these standards. Copies of each assessment tool are attached to this form for documentation. See also WHRH 104 for additional information.*

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| **Classification/Series:** |  | **Job Expert:** |
| **Working Title (If applicable):** |  | **Job Announcement(s):** |

**Step 1.** *Work with the position’s supervisor (or other established job expert) to ensure the PD is accurate and then identify the duties, knowledge, skills and abilities (KSAs) necessary for a new employee to succeed in the position. Identify minimum qualifications required at hire and/or preferred qualifications for use in assessment of the candidates. Attach documentation (from the PD or in another format).*

**Step 2.** *Convert statements from the PD into criteria to assess training and experience for minimum qualification or preferred qualification. Avoid State specific terms to ensure a more open selection process. Referencing the source statement (task, KSA, etc.) below or within the PD creates the tie for content validity. Identify below the criteria that will be used in each Pre-certification and Post-certification assessment respectively.*

**Note: Panel composition (Pre-certification or Post-certification).** *See WHRH 176.100 and 176.110 for panel composition requirements, Pre- and Post-Certification, respectively.*

***Pre-Certification Assessment(s)***

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| --- | --- | --- | --- | --- |
| **Assessment Type** | **Criteria Assessed – Indicate (R) or (P)** | **Assessment Tool** | **Scale Used /**  **Cert Rule** | **Names of Participants**  **(Identify diverse participants with an asterisk where needed)** |
| **Initial assessment**  ***(required)*** | 1. | Choose an item.  Other: | Choose an item. | 1.  2.  3. |
| 2. | Choose an item.  Other: |
| 3. |
| 4. |

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| ***Initial Assessment Adjusted?*** | Yes  No *\*\*If Yes, Indicate the new scale and cert rule below. Also identify any new participants that were not included above.* | | | |
| **Scale Used** | | **Cert Rule** | **Names of Participants**  **(Identify diverse participants with an asterisk where needed)** | |
| Choose an item. | | Choose an item.  Other: | 1.  2.  3. | |
| **2nd Level Human Resources Review:** | | | |  |

***Post-Certification Assessment(s)***

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| --- | --- | --- | --- | --- | --- |
| **Assessment Type** | | **Criteria Assessed – Indicate (R) or (P)** | **Assessment Tool** | **Scale Used** | **Names of Participants**  **(Identify diverse participants with an asterisk where needed)** |
| **Additional assessment**  *(optional – add additional as appropriate)* | 1. | | Choose an item.  Other: | Choose an item.  Other: | 1.  2.  3. |
| 2. | |
| 3. | |
| 4. | |
| **Initial interview**  ***(required)*** | 1. | | **INTERVIEW** | **MTA, A, LTA** | 1.  2.  3. |
| 2. | |
| 3. | |
| 4. | |
| **Additional interview**  *(optional – add additional as appropriate)* | 1. | | Choose an item.  Other: | Choose an item.  Other: | 1.  2.  3. |
| 2. | |
| 3. | |
| 4. | |

*\*\*If recruiting for multiple levels of the same classification series, identify differentiating criteria (training and/or experience) for use in determining level placement of candidate.*

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| **Level Criteria** |

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| **Classification Level:** | | Standard/Entry  Objective  Senior  Advanced/Cons/Admin |
| **1. Criteria:** |  | |

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| --- | --- | --- |
| **Classification Level:** | | Standard/Entry  Objective  Senior  Advanced/Cons/Admin |
| **2. Criteria:** |  | |

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| --- | --- | --- |
| **Classification Level:** | | Standard/Entry  Objective  Senior  Advanced/Cons/Admin |
| **3. Criteria:** |  | |

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| **Process Notes:** |

*By addition of their name to this form, the HR Specialist is signifying understanding and agreement of the confidentiality of the selection process and all developed assessment materials* *including relay of these expectations to the job expert.*

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| **Date:** | **Human Resources Specialist:** |
| **Date:** | **2nd Level Human Resources Review:** |