

# MAKING WORK SAMPLES WORK FOR YOU

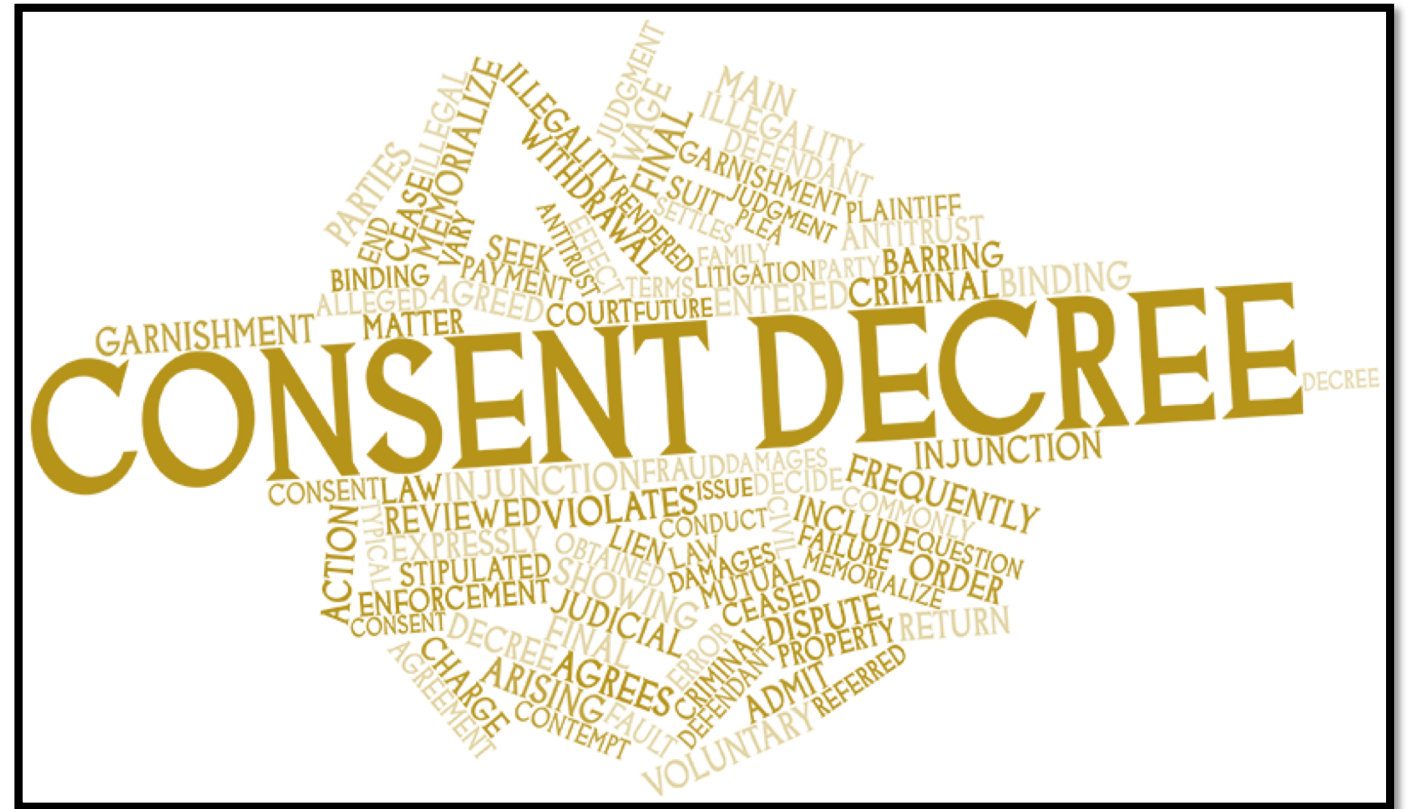
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Sarah Freed, Kaitlin Giles, Ian Peters

Jefferson County Commission

# History of Jefferson County

- **Consent Decree**
  - How we got here
- **Requirements/Limitations**
  - Supplemental job analysis
  - Test development
- **Adverse Impact**



# Our Purpose



- **Response to the Consent Decree**
  - Meeting requirements
  - Changing culture
  - Fostering buy-in
- **How does Jefferson County differ from the Personnel Board of Jefferson County?**
  - Jurisdiction
  - Secondary selection

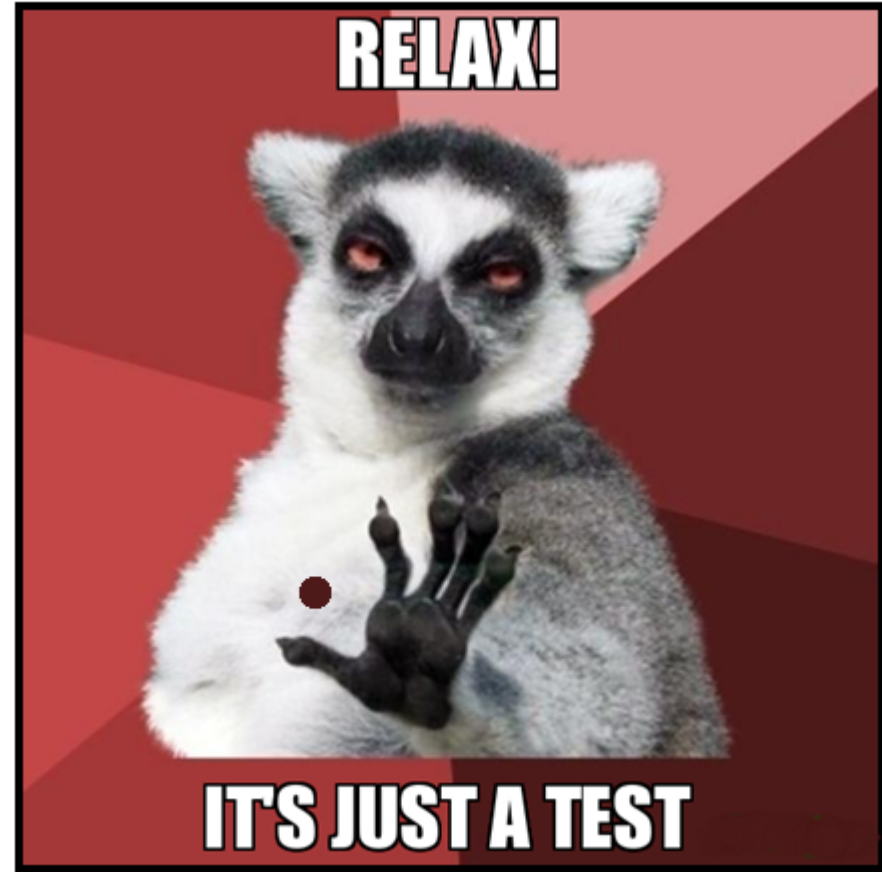
# Timeline





# Types of Tests

- Structured Interview
- Work Sample
- Role Play
- In-Basket
- Video Stimuli
- Assessment Center



# Work Samples

**“An actual job or task, or its simulation, used in testing a candidate’s ability to perform it.”**

## Pros

- High fidelity
- Greater buy-in from SMEs/candidates
- Better KSA coverage

## Cons

- High resource cost
- More complex
- Higher test visibility/security threats

# Truck Driver

Work involves driving a heavy duty truck which requires a CDL (commercial Drivers License) to pick up, transport and deliver materials and equipment to and from work sites.

Work involves the execution of specific rules, regulations, or procedures. Employee is responsible for the efficient and safe operation of an assigned truck and for performing or scheduling its preventive maintenance and repairs.

Work also involves the responsibility of overseeing a small crew of skilled and/or unskilled employees engaged in manual labor in maintenance or construction activities in maintaining, repairing and cleaning of public facilities such as parks and ROW (right of ways), roads, streets and other areas.

Work also involves participating in the work and performing the more skilled tasks as the lead person of the crew. Work is reviewed by a supervisor who inspects the work while in progress or upon completion.



# Testing Considerations

- Multiple components
  - Structured interview and work sample
    - Pros and cons to multiple components
    - Pros and cons to hurdle setup
- The work sample task
  - Step 1: Complete a verbal pre-trip inspection
  - Step 2: Back up the truck through a course with a curve
- Liability concerns
  - Simulators
  - Creation of a waiver
- Creating the testing site
- Personnel/Resources required
- Assessment

# Before the Test Administration



- Selecting Test Dates/Location
  - Considerations
  - Pros and cons
- What to Expect Guide
- Registration
  - Structured Interview
  - Work Sample
- Open House
  - Multiple locations, hours, days

# The Test Administration: Structured Interview

- Have to take both the structured interview and the work sample
- Used to assess “softer-skill” KSAs
- Administration
  - Standardization
  - Preparation Time
  - Recorded
- Assessment: after the administration
  - Job-specific training
  - Graduate Students
  - Coordination
  - Diversity
  - Analysis



# The Test Administration: Work Sample

- Testing Site Considerations
  - Location
  - Test Flow
  - Supplies
  - Weather
- Testing stations
  - Four identical sites
  - Maintenance
  - Test Security/Liability
- Assessment: live
  - Job-specific training
  - Technical and non-technical assessors
  - Multiple recordings
  - Coordination/Communication



























# After the Test Administration

- Assessment
  - Structured interview
- Analysis
- Hiring!



# Future Considerations



- Resources
  - Rating forms
  - Video equipment
- Communication amongst assessment coordinators
- Tighter control of testing area
- Weather
  - Equipment
  - Assessment
- Assessor considerations
  - Breaks
  - Technical assessors
    - Internal versus external

Any Questions?

