

# Vacancy-Based Posting: A Hiring Manager's Role for Exams

Let's get started with a review! What exactly is an experience and training exam? **An experience and training (E&T) exam** is the term used for evaluating and scoring applications for civil service vacancies. Those scores are then used to create the civil service list. This online method of exam replaces the need to take a written exam at a civil service test center.

## The Hiring Manager's Role

- ✓ Make sure the position description accurately describes the work of the position and highlights the most important aspects of the work.
- ✓ Make sure the position description includes any specialized experience that is required for success in the position.
  - For example, a Senior Applications Developer might need experience in a particular programming language, or an Administrative Officer 3 might need experience in administering a program budget.
- ✓ Work with your HR representative to complete the SCSC's Examination Development Information Form.
  - While some of the form references the job specification for the position, job specifications are written to generally capture the work assigned to **all** positions in a job title. As a vacancy-based posting, the exam that is being developed for the position you're filling will be based in part on the duties and responsibilities that are unique to that position.
- ✓ Think about the successful employees who've held the position.
  - What did they bring in terms of experience?
  - What did they bring in terms of education and training?
- ✓ Think about what candidates for your position must **know** and what they must be **able to do** to be successful in the position.
  - For example, candidates for a Fiscal Management Specialist 2 position must **know** accounting and auditing concepts, principles, and practices. They must be **able to** assemble, analyze, and prepare reports and statements of financial data.
- ✓ Be realistic – the level of the job and the position description must support what it is you're asking the examination to capture.
  - For instance, if you are filling a trainee level position, you should not expect the E&T to ask questions about work experience. Instead, at the trainee level, you may want the E&T to capture information on specific coursework that is important to successful performance in the position.
- ✓ Think about how much time you or others on your team will have available to bring someone up to speed on the functions of the position.
  - Do you believe there are candidates who can do the important work of the position from day one with little guidance? Or will some amount of training be required regardless of who is selected for the position?