

## 2006 Selection Audit Criteria

*Criteria is subject to modification*

Topic	<a href="#">Constitution Article 12</a>	<a href="#">Statutes</a>	<a href="#">Personnel Rules</a>	<a href="#">Technical Assistance</a>	Standards for Educational & Psychological Testing (1999 Edition) <sup>1</sup>	<a href="#">Uniform Guidelines on Employee Selection Procedures (1978)</a>
<b>RECRUITMENT</b>						
1. ANNOUNCEMENTS  * Content * Distribution * Residency Requirement	Section 13(6)		4-4, 1-29	<a href="#">Job Announcements</a> <a href="#">Residency Waiver</a>		
2. METHODS OF FILLING  * Employment Lists <i>departmental, reemployment, promotional, open competitive</i> * Order of Use * Appointments <i>reemployment, reinstatement, promotional, new hire, conditional, provisional, substitute (S position), limited-term permanent positions</i>	Section 13(6), Section 13(9)	24-50-101(3)(a), 24-50-112(5)(a), 24-50-112.5(2), 24-50-114, 24-50-126(2)	4-3B, 4-6B, 4-7, 4-8, 4-9, 4-10, 4-11, 4-12, 4-16B, 4-17B, 4-18B, 4-19, 4-20, 4-31, 1-43B, 1-45B, 1-63, 1-64B	<a href="#">Recruitment</a>  <a href="#">Methods to Fill Vacancies</a>		
3. EQUAL OPPORTUNITY	Section 13(1)	24-50-101(3)(a), 24-50-141, 24-34-402	4-1, 4-14			All
<b>JOB ANALYSIS</b>						
1. JOB ANALYSIS GUIDELINES			4-2	<a href="#">Job Analysis</a>	<b>Job Analysis</b> – Standards 14.6, 14.8, 14.11, 14.14	Section 14 B (2), C (2), D (2); Section 15 B (3), C (3), D (4); Section 16 K
<b>APPLICATION REVIEW</b>						
1. APPLICATION GUIDELINES		24-50-112.5(3)(a), 24-50-112.5(3)(b), 24-50-142	4-5, 4-13	<a href="#">Application Guidelines</a>  <a href="#">Application Rejection</a> <a href="#">Application Review</a>		
2. MINIMUM QUALIFICATIONS  * Compliance with Standards * Substitutions * Special Qualifications * Credential Verification		24-50-112.5(3)(a), 24-50-112.5(3)(b)	4-2, 4-13, 1-72	<a href="#">Methods to Fill Vacancies</a>  <a href="#">Application Review</a>		

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<b>TESTING</b>						
1. EXAMINATION CONSTRUCTION	Section 13(1), Section 13(5)	24-50-101(3)(a), 24-50-112.5(1), 24-50-112.5(2), 24-50-112.5(3), 24-50-125(3), 24-50-125(4)	4-14, 4-15, 8-81, 8-93, 1-46B		Exam Construction – pgs. 37-48, Standards 3.1 – 3.27 Appeal/Test-taker Rights – Standards 8.1 – 8.13	All
2. ADMINISTRATION				<a href="#">Test Use and Administration Manual</a> <a href="#">Legal and Professional Parameters</a>  <a href="#">Test Accommodations for Persons with Disabilities</a>	<a href="#">Test Accommodations – pgs. 101-105, Standards 10.1 – 10.12, 11.22-11.23</a>	
*Applicant Notifications						
*Conduct						
*Test accommodations						
* Appeals						
* Make-Up Exams						
* Re-Examination						
*Background Check						
*Additional Pre-employment Tests						
<b>EXAM RESULTS</b>						
1. EXAMINATION RECORDS		24-50-127, 24-50-130	Rule 1-21			Section 4 (A); Section 15 (A)
*Types of Records						
*Length of Retention						
*Method of Recordkeeping						
*Documents						
2. TEST ANALYSIS	Section 15	24-50-112.5(3)(a)	4-20, 4-14		<a href="#">Methods</a> – pgs. 49-54, Standards 4.1 – 4.20 <a href="#">Pass Points</a> – Standards 14.16 – 14.17 <a href="#">Errors</a> – pgs. 25-30, Standards 2.1 – 2.20 <a href="#">Adverse Impact</a> – pgs. 73-80, Standards 7.1 – 7.11 <a href="#">Validity</a> – pgs. 9- 24, Standards 1.1 – 1.24 <a href="#">Reliability</a> – pgs. 25-30, Standards 2.1 – 2.20	All
*Methods:	<i>z-scores, percent</i>					
*Pass Points						
*Errors						
*Adverse Impact						
*Validity						
*Reliability						
3. VETERANS PREFERENCE	Section 15	24-50-112.5(2)(b), 24-50-146	4-18B	<a href="#">Veterans Preference</a>		

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<b>EMPLOYMENT LISTS</b>						
<b>1. ELIGIBLE LIST</b>  * Expiration * Cancellation * Appropriation * Resurrection	Section 13(5)	24-50-112.5(1), 24-50-112.5(2), 24-50-112.5(4), 24-50-302.	4-19, 1-43B, 1-45B	<a href="#">Methods to Fill Vacancies</a>		
<b>2. REFERRALS</b> *Notice *Time Limits *Notice of Selection/Non-selection *Rule of Three *Multiple Referral	Section 13(5)	24-50-141	4-24, 4-25			
<b>3. REMOVAL OF NAMES FROM LIST</b> *Notice *Appeal		24-50-112.5(4)(a), 24-50-133	4-21, 4-22. Director's Review Process: 8-101 thru 8-104.	<a href="#">Removal of Names</a>		

<sup>1</sup> *Standards for Educational & Psychological Testing (1999 Edition)* is published by the American Educational Research Association, and was prepared by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education.