



## Section One – Job Analysis

TASK	Date Completed	COMMENTS
Ⓞ Observe three Job Analyses. List the job analysis classes:		
1.		
2.		
3.		
Ⓞ Write the documentation for one of the observed job analyses. Attach a copy of job analysis		
Ⓞ Conduct and document three job analyses, one observed by mentor and other two independently. Attach a copy of each job analysis. List the job analysis classes:		
1.		
2.		
3.		

\_\_\_\_\_ has successfully completed the Job Analysis section of the Selection Practicum on  
 \_\_\_\_\_  
 (Student Name)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mentor Signature

## Section Two – Recruitment

TASK	Date Completed	COMMENTS
(U) Review and critique seven announcements on the Internet (Colorado State Government Classified Jobs) List the following information about the announcements: Class Code, Title, Agency, Type of Announcement.		
1.		
2.		
3		
4.		
5.		
6.		
7.		
(U) Discuss with mentor to demonstrate knowledge of the following concepts: <ul style="list-style-type: none"> <li>◆ Order of filling positions according to Constitution, Statute, and Rules &amp; Director's Procedures</li> <li>◆ Definition of transfer, non-disciplinary demotion, reappointment, reinstatement and conditional or provisional.</li> <li>◆ Definition of different employee statuses.</li> <li>◆ Types of announcements and appropriate use of each type.</li> </ul>		

TASK	Date Completed	COMMENTS
<ul style="list-style-type: none"> <li>⓪ Observe mentor during three different meetings with Appointing Authorities as recruitment method is determined.</li> <li>⓪ Review the announcements created for recruitment as a result of the three meetings observed.</li> </ul>		
<ul style="list-style-type: none"> <li>⓪ Determine recruitment method for three vacancies; one with assistance from the mentor and two independently.</li> <li>⓪ Write the announcements for the vacancies List the Class Code, Title, Agency, Type of Announcement:</li> </ul>		
1.		
2.		
3.		

\_\_\_\_\_ has successfully completed the Recruitment section of the Selection Practicum on  
 (Student Name)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mentor Signature

### Section Three – Exam Plan

TASK	Date Completed	COMMENTS
<ul style="list-style-type: none"> <li>ⓐ Observe mentor during three different meetings with Appointing Authorities to identify critical KSAPs of the job and develop exam plans.</li> <li>ⓐ Document the process for one of the observed discussions. Should include:               <ul style="list-style-type: none"> <li>▸ Definition of KSAP/Competency</li> <li>▸ Criticality of KSAP/Competency</li> <li>▸ Link KSAPs to job tasks</li> <li>▸ Tests in exam plan including test weights and factor weights within a test</li> </ul> </li> <li>ⓐ Observe and assist in the construction of the exam(s) for the three vacancies.</li> </ul>		
<ul style="list-style-type: none"> <li>ⓐ Determine KSAPs of the job and develop exam plan for three vacancies; one, with assistance from the mentor and two independently.</li> <li>ⓐ Document the process. Should include:               <ul style="list-style-type: none"> <li>▸ Definition of KSAP/Competency</li> <li>▸ Criticality of KSAP/Competency</li> <li>▸ Link KSAPs to job tasks</li> <li>▸ Tests in exam plan including test weights and factor weights within a test</li> </ul> </li> <li>ⓐ Develop exam(s) for the three vacancies for which exam plans were developed. List the registration numbers:</li> </ul>		
1.		
2.		
3.		

\_\_\_\_\_ has successfully completed the Exam Plan section of the Selection Practicum on

(Student Name)

\_\_\_\_\_ Date

\_\_\_\_\_ Mentor Signature

## Section Four – Exam Process

TASK	Date Completed	COMMENTS
ⓐ Assist mentor in screening applications and responding to calls after applicants have been notified of rejection for three different vacancies. List the registration numbers:		
1.		
2.		
3.		
ⓐ Screen application and respond to reject calls after applicants have been notified of rejection for three different vacancies; one with assistance from mentor and two independently. List the registration numbers:		
1.		
2.		
3.		
ⓐ Assist mentor with testing process for three vacancies. Should include at least one occurrence of the following tasks: <ul style="list-style-type: none"> <li>▶ Order test booklets</li> <li>▶ Locate and secure test site</li> <li>▶ Schedule applicants</li> <li>▶ Brief rater panel</li> <li>▶ Greet candidates for rater panel and assistance in completing necessary paper work</li> <li>▶ Monitor exam process in manner appropriate for exam type</li> <li>▶ Assist mentor in scoring tests and establishment of eligible list when all testing is complete for each vacancy</li> </ul>		

TASK	Date Completed	COMMENTS
<p>⊙ Complete the testing process for three vacancies; one with assistance from mentor and two independently. Should include at least one occurrence of the following tasks:</p> <ul style="list-style-type: none"> <li>▶ <input type="checkbox"/> Order test booklets</li> <li>▶ <input type="checkbox"/> Locate and secure test site</li> <li>▶ <input type="checkbox"/> Schedule applicants</li> <li>▶ <input type="checkbox"/> Brief rater panel</li> <li>▶ <input type="checkbox"/> Greet candidates for rater panel and assistance in completing necessary paper work</li> <li>▶ <input type="checkbox"/> Monitor exam process in manner appropriate for exam type</li> </ul>		
<p>⊙ Score tests administered and calculate final scores to establish eligible list when all testing is complete for three vacancies; one with assistance from mentor and two independently. List registration numbers:</p>		
<p>1.</p>		
<p>2.</p>		
<p>3.</p>		
<p>⊙ Notify and respond to applicant questions regarding test score and final score and rank on eligible list – write breakdown letter for applicant if requested. Review breakdown letter format and contents if none requested.</p>		
<p>⊙ Monitor three assembled exams. Give monitoring instructions for two administrations.</p>		
<p>⊙ Discuss test scoring with mentor to demonstrate knowledge of the following concepts:</p> <ul style="list-style-type: none"> <li>▶ <input type="checkbox"/> Scoring models (written objective, T&amp;E and rater panel)</li> <li>▶ <input type="checkbox"/> Z-scoring and percent scoring</li> <li>▶ <input type="checkbox"/> Compensatory model</li> </ul>		

TASK	Date Completed	COMMENTS
<ul style="list-style-type: none"> <li>▶ <input type="checkbox"/> Multiple hurdle</li> <li>▶ <input type="checkbox"/> Intermediate group scoring</li> <li>▶ <input type="checkbox"/> Setting pass points and cutoff scores</li> </ul>		
<ul style="list-style-type: none"> <li>⊙ Calculate adverse impact for two written objective tests.</li> </ul>		
<ul style="list-style-type: none"> <li>⊙ Calculate inter-rater reliability on two rater panel tests.</li> </ul>		
<ul style="list-style-type: none"> <li>⊙ Assist mentor in response to any appeals received.</li> <li>⊙ Respond to any appeals received on exams administered.</li> <li>⊙ Review six recent exam appeal decisions</li> </ul>		
<ul style="list-style-type: none"> <li>⊙ Review with mentor documents required in exam record.</li> <li>⊙ Complete exam documentation for three vacancies.</li> <li>⊙ Submit exam materials to Selection System Services for entry into Item Bank.</li> </ul>		

\_\_\_\_\_ has successfully completed the Exam Process section of the Selection Practicum on  
 \_\_\_\_\_  
 (Student Name)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mentor Signature

**Section Five – Referral & Hire**

TASK	Date Completed	COMMENTS
⓪ Assist mentor in making referrals for three different vacancies.		
⓪ Make referrals for three different vacancies. List registration numbers:		
1.		
2.		
3.		
⓪ Assist Appointing Authority with interview and hiring, if requested.		
⓪ Assist mentor in closing out referral and finalize hire on three different vacancies.		
⓪ Close out referral and finalize hire for three different vacancies. List registration numbers:		
1.		
2.		
3.		

\_\_\_\_\_ has successfully completed the Referral & Hire section of the Selection Practicum on  
 \_\_\_\_\_  
 (Student Name)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mentor Signature

**Final Evaluation**

\_\_\_\_\_ has successfully completed the Selection Practicum for SPCP certification.

Student Name

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

Comments: