

NEW CASTLE COUNTY

PERSONNEL POLICY

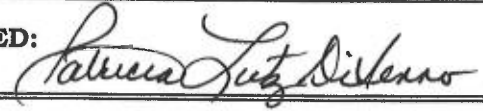
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DATE 04/15/01

SUBJECT: ORAL BOARD EXAMINATIONS

APPROVED:



OBJECTIVE: To establish procedures to be followed in the development and administration of oral board interview examinations.

STATEMENT: Office of Human Resources staff assigned to conduct oral board interview examinations and all persons selected to participate as members of oral board panels should follow these procedures to ensure a tolerable degree of validity and reliability in this process.

Procedure:

1. Office of Human Resources staff assigned to conduct oral board interview examinations shall schedule an oral board panel of at least three members consisting of individuals who are subject matter experts in the specific areas to be tested and evaluated. Preferably, one rater from outside County service will serve on the oral board panel.
2. Oral board interview examination questions may be compiled from prior interviews as recorded in the record of events, subject matter experts, and/or current reference materials. Office of Human Resources staff will be responsible for organizing the content of the interview once the questions are compiled. Final approval of all examination items must be obtained from the Chief Human Resources Officer or designee at least one week prior to the administration of the examination.
3. Interview questions will be asked in the same sequence for each candidate. No other questions are permitted during the interview unless it is a follow-up question necessary to clarify a candidate's statement, answer, or qualifications. Office of Human Resources staff conducting the interviews shall be responsible for insuring that all candidates are treated equally and fairly.
4. Specific job factors on the rating sheets must be related to the knowledge, skills, and abilities as described in the class specification. Oral board questions must be developed to test a candidate's expertise in these factors.
5. Office of Human Resources staff shall secure all rating sheets for each candidate. Under no circumstances will raters be permitted to discuss in private the ratings placed on the individual sheets. However, prior to the conclusion of the oral board process, the oral board members may review their own ratings for equity and consistency.
6. Candidates will be rated solely on the content of the interview. Raters who feel they cannot evaluate a particular candidate objectively because of past experience with or knowledge of that candidate should be advised to withdraw from that particular interview.
7. Office of Human Resources staff are responsible for calculating all raw and final scores. The completed list of eligibles must be submitted to the Chief Human Resources Officer within one week of the final interview. An extension of this may be granted only with prior approval by the Chief Human Resources Officer. The policy related to the examination of test materials will apply to those candidates involved in the above stated procedure who may wish to review their results.
8. Any questions concerning the interpretation, meaning, or application of this policy shall be directed to the personnel representative responsible for overseeing the particular oral board examination process.

REQUIRED ACTION: Office of Human Resources staff who are charged with conducting oral board interview examinations shall be responsible for the communication, explanation, implementation, and maintenance of this policy to assure compliance by oral board members and related applicants.

Established: 07/14/87
Revised: 07/01/97
Revised: 04/15/01