

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 305  
**EFFECTIVE DATE:** 8-19-08  
**REVISED:** 1-20-09  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: Examination Process and Interviewing Applicants**

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**PURPOSE:** To establish policy regarding examinations and interviewing that will be used to evaluate applicants' qualifications and suitability for the position.

**POLICY:**

**A. Examination Process:** All examinations for employment, whether formal or informal, are conducted under the direction of the employer. Examinations shall be conducted when there is a need to establish an eligible list or in any circumstances the employer deems appropriate.

Examinations will be used to evaluate applicants' qualifications and suitability for the position. Factors evaluated through the examination process may include, but are not limited to, the knowledge, ability, skill, achievement, physical and mental fitness, and job-related personal characteristics such as customer service skills.

**Types of Examinations**

The techniques used in the examination process shall be consistent, impartial and practical, and shall relate to the qualifications and suitability of applicants to perform the job duties and responsibilities of the position. Examinations may include any or a combination of the following selection techniques:

1. Evaluation of employment applications;
2. Assessment of experience, training, and/or education;
3. Written tests;
4. Personal and group interviews;
5. Performance tests;
6. Physical ability tests;
7. Evaluation of work performance and work samples;
8. Medical and psychological evaluations and;
9. Other assessment methods as deemed appropriate for the class/position..

Certificates of one or more medical and psychological practitioners, references, background investigations, and fingerprint checks may be a part of any selection process if such are deemed relevant to the specific job requirements by the employer.

## Minimum Standards

In any examination, the **employer** may include qualifying and/or competitive components and may establish minimum standards or scores for each component and/or the examination as a whole.

### B. Interviewing Applicants

Selecting the most appropriately qualified candidate for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the organization.

Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview vs. those who will not be interviewed, all applicants should be notified as to their status. The interviewing portion of the selection process is critical for determining which applicants are best qualified to do the job.

Prior to conducting an employment interview, managers should:

1. Review the job descriptions.
2. Create job-related questions to ask each candidate to help ensure consistency. Ask open-ended, job-related questions about past work experiences to identify skills and strengths. Have candidates describe an actual situation or instance that allows him/her to demonstrate how s/he really responded to that situation, rather than what s/he thinks you want to hear.
3. Prepare a Candidate Interview Evaluation Form (reference: *Candidate Interview Evaluation Form* 305 F2) to measure strengths and weaknesses.
4. Convene an interview team of approximately three members who are representative of both genders and ethnically diverse.

Each candidate applying for the same position should be asked the same, job-related questions on the question guide and rated using the same evaluation form. The evaluation form will help the evaluator measure the extent to which each candidate possesses the necessary knowledge, skills, and abilities required for the position. Whenever necessary, ask follow-up questions to clarify the response of the candidate. Avoid asking questions which are unlawful or on inappropriate subjects. Refer all panelists to the reference guides Prohibited Topics: "Questions Which Cannot Be Asked" (reference: *Form 305\_F*) and "Potential Rating Errors and Problems" (reference: *Potential Form 305 F1*) for review prior to the actual interview.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.