



## **Registration Form for Consortium and 3-Rank Consortium Examination**

The California Department of Human Resources (CalHR) encourages departments to work together to establish one eligibility list used for hiring. Consortium examinations provide departments the opportunity to share resources and costs to develop open examinations. The registration process to participate in a consortium and 3-Rank consortium exam is below:

### **Section A: Registration Information**

This section includes the department's contact information and the examination title for which the department has an interest.

### **Section B: Validation Documentation**

This section provides information to departments on proper validation documentation that should be maintained in the event of an appeal or litigation.

### **Section C: Fees**

This section provides the fees departments are required to pay to participate in a consortium or 3-Rank consortium exam.

### **Section D: Department Certification**

This section should be approved by an authority at the department agreeing to ALL sections on the Registration/Agreement Form.

### **Section E: Reporting Requirements (3-Rank Only)**

This section provides the statistical data and probationary reporting requirements each department must provide to CalHR if participating in a 3-rank consortium exam.

### **Section F: Hiring Process Documentation (3-Rank Only)**

This section provides the process departments must adhere to when appointing candidates from the 3-Rank certification list.

### **Section G: Approval Signatures**

This section is for CalHR personnel use ONLY.



## Consortium and 3-Rank Consortium Examination Registration Agreement Form

A consortium examination is one in which multiple departments participate in the development of an examination for a classification. (Note: A separate form must be submitted for each classification.)

A consortium list is determined based on specific criteria and requirements outlined in this document. This document serves as an agreement between the department named in Section A, Section D, and the California Department of Human Resources (CalHR).

### Section A: Registration Information

Department:	Agency Code:
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Examination Title/Class and Class Code:

Consortium
  3-Rank Consortium

Departmental Contact Information	Name:	
	Email:	
	Phone #:	Date:

### Section B: Validation Documentation

Each department participating in the consortium examination process will be independently responsible for defending its use of the examination in the event of an appeal or litigation.

Employment examinations that are used as a basis for making hiring decisions should be supported by the requirements of the job. Departments should document the duties and responsibilities of the classification, as well as the competencies necessary and expected upon entry into the position. Below are some best practices to ensure the examination meets your department's selection process:

- Review the tasks and knowledge, skills, abilities, and personal characteristics (KSAPCs) that are required for the job with subject-matter experts.
- Determine the importance of each task and how frequently they are performed.
- Determine the importance of each KSAPC, and whether they are required on the first day of the job.
- Determine which KSAPCs are required to perform the important tasks.
- Document the relationship (linkage) of KSAPCs and/or tasks to examination items.
- Document all processes and procedures.

This information should be filed and maintained by the department's Human Resources Office.

Departments requiring assistance in developing or establishing proper validation procedures may contract with the Test Validation and Construction (TV &C) program at CalHR.

## Section C: Fees

Departments interested in participating in an existing consortium examination will be required to pay a one-time registration fee. This fee covers the costs of each consortium project (e.g., job analysis, examination development, 511B development, programming/examination administration). This fee will vary depending on various factors (classification, number of incumbents, testing tool developed etc.).

If the examination developed is available to candidates on-line, the exam and eligible list requires maintenance by CalHR staff. This fee will be split between all departments participating in the consortium examination. The formula used to determine each department's share will be:

- Actual CalHR costs for IT and program staff time, and processed candidates, are totaled for each examination on a monthly basis.
- The total cost for each examination for the month is divided by the total number of positions in that class in all participating departments to determine a rate per position.
- The rate per position is then multiplied by the number of positions in your department to result in your monthly bill for that examination.

Please note that department participation may vary every month; therefore, the monthly rate may also change. CalHR has developed a detailed rate structure and billing methodology to ensure that examination costs are spread to departments equitably.

Departments will be billed on an ongoing basis for monthly maintenance fees and pay the same funding costs as departments who initially participated.

## Section D: Department Certification

**I have read and understand Sections A-F and agree to comply with the requirements stated within this document as a participant in the consortium or 3-Rank consortium examination process.**

Date:

Department:

Agency Code:

As a designee for the Director's Office, I certify by submission of this Registration/Agreement Form to CalHR, that the above named department agrees to adhere to the requirements set forth by the CalHR for participation in the consortium or 3-Rank consortium examination, as outlined in Sections B, C, E, and F of this document.

Name:

Title:

Phone:

Email:

**Submit Form:** Once this form is completed, please save (electronically) and attach to an email addressed to [consortium@calhr.ca.gov](mailto:consortium@calhr.ca.gov).

**In addition to A-D, the following apply to 3-Rank consortium participants only:**

**Section E: Reporting Requirements (3-Rank Only)**

- 1.) Consortium List Examination Statistical Data. This information must include, but need not be limited to:
  - a. Total number of applicants (to date).
  - b. Total number of reachable eligibles (to date).
  - c. Total number of appeals (to date).
  - d. Total number of appointments (to date).
  
- 2.) Probationary Reports. All probationary reports must be completed on time, as required, for each appointment from the Consortium List. A summary of the probationary report information must include, but need not be limited to:
  - a. Number of probationary reports required (to date).
  - b. Number of probationary reports completed on schedule.
  - c. Number of appointees rated overall as "Outstanding."
  - d. Number of appointees rated overall as "Standard."
  - e. Number of appointees rated overall as "Improvement Needed."
  - f. Number of appointees rated overall as "Unacceptable."
  - g. Total number of rejections during probation (to date).

**Section F: Hiring Process Documentation (3-Rank Only)**

**Documentation of Hiring Interview Process.** Hiring interviews are an integral component of the competitive examination process. Therefore, in order to ensure that the hiring process is fair and competitive, the hiring interviews must use a job-related, structured interview process that must conform to the following minimum standards:

- Job-related criteria must be developed in advance and used to review applications, supplemental questionnaires, or any other information used to determine which candidates will be selected to interview.
- Job-related interview questions must be used to assess the fitness and qualifications of each candidate to perform the duties of the position.
- Each candidate must be asked the same set of interview questions. (It is expected and allowed that some candidate responses may require follow up questions for that candidate only.)
- Job-related evaluation criteria must be used to assess the candidates' responses to the interview questions.

A summary of the hiring process utilized for each appointment from the 3-Rank Eligible List must be maintained to ensure that departments have complied with the above requirements. This summary must include, but need not be limited to:

1. The position's vacancy announcement.
2. Total number of applications received.
3. Supplemental information requested prior to scheduling interviews, if any.
4. Relevant job-related criteria for determining which candidates were selected for interview.
5. A discussion of the job-relatedness and structure of the interview process, along with a listing of the interview questions.
6. Number of applicants interviewed.
7. A statement of why the individual was selected for appointment.

**Section G: Approval Signatures**

(CalHR USE ONLY)

<b>Examination Services Program</b>	Name/Title:			
	Signature:		Date:	
<b>TV &amp; C Program</b>	Name/Title:			
	Signature:		Date:	