



## STEPS IN THE SELECTION PROCESS CHECKLIST

### Step 1 Examination Planning

- Review archival information, if any
- Determine examination base
- Identify examination locations
- Determine timelines
- Identify SMEs for job analysis study and exam development
- Develop work plan

### Step 2 Job Analysis Study

- Conduct job audits
- Create tasks and KSA statements with SMEs
- Create and administer survey
- Analyze survey data
- Complete selection options matrix
- Create job analysis report

### Step 3 Examination Development

- Identify examination assessment process
- Develop examination assessment tools with SMEs
- Identify scoring model with SMEs
- Create rating criteria with SMEs
- Determine pass point with SMEs



## STEPS IN THE SELECTION PROCESS CHECKLIST

### Step 4 Examination Administration

- Identify testing locations
- Confirm tests dates
- Reserve test sites
- Identify and secure test administrators
- Conduct proctor/panel orientation
- Audit examination material
- Rate/score examination-oral/performance

### Step 5 Examination Audit & Finalization

- Audit and finalize test scores
- Establish eligibility list
- Send results letters
- Notify candidates of examination results
- Notify hiring authority examination is complete
- Eligibility list available for certification
- Examination filing and retention

### Step 6 Hiring Process

- Create/revise duty statement
- Submit Request for Personnel Action
- Create vacancy announcement; advertise job
- Identify position qualifications criteria
- Create hiring assessment tools
- Conduct recruitment/hiring process
- Select/appoint candidate to vacant position