

Departmental  
Exam Development Process

Tasks	Estimated Duration	Resources Required
<p><b><u>Job Audits/Interviews</u></b></p>	<p>1 – 2 hours per SME</p>	<p>10 – 12 incumbents and supervisors ⇒ First Line supervisors preferred</p>
<p><b><u>Job Analysis Meeting(s)</u></b></p> <p>Finalize list of tasks and Knowledge, Skills and Abilities (KSAs) obtained from job audits and job/classification research.</p>	<p>1 – 2 days</p>	<p>20 – 30 participants ⇒ Number of participants may vary depending on the Department and Classification size</p>
<p><b><u>Online Job Analysis Survey</u></b></p> <p>Using the information obtained during the job analysis meeting(s), participants rate the importance/frequency of each task, Knowledge, Skill, and Ability (KSA). Participants complete the survey using workplace computer.</p>	<p>1 – 2 hours per SME SMEs have a minimum of two weeks to complete the survey</p>	<p>Request that departments send the survey to all incumbents and supervisors ⇒ First Line supervisors preferred ⇒ Number of participants may vary depending on the Department and Classification size</p>

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Tasks	Estimated Duration	Resources Required
<p><b><u>Exam Development Meeting(s)</u></b></p> <p>Assist in examination development.</p>	<p>1 – 3 days</p>	<p>10 – 20 participants            ⇒ Number of participants may vary depending on the Department and Classification size</p>
<p><b><u>Online Pilot Test</u></b></p> <p>Complete the pilot test and provide feedback in the comments section. Participants complete the Pilot test using workplace computer.</p>	<p>30 minutes per SME</p> <p>SMEs will have a minimum of two weeks to complete the pilot test</p>	<p>Request that departments send the pilot test to all incumbents            ⇒ Number of responses required depends on the size of the classification</p>