

HUMAN RESOURCES SPECIALIST
Selection Process I.D. #
5702/0420

EXAMINATION PLAN

I. WRITTEN EXAMINATION

Multiple choice – 50 items

Time Limit = 1.5 hours

Weight = 40%

Pass = 70% or better

Note: (Up to top 6 internal & the balance of external candidates to total 10 to QAB)

Hand-held calculator permitted

CONTENT AREA	# OF ITEMS	PERCENTAGE
1. General Human Resources Principles	13	26
2. Proofreading	3	06
3. Basic Computer Knowledge	6	12
4. English Grammar	3	06
5. Math Calculations	5	10
6. Records Management	5	10
7. Office Procedures	5	10
8. Comprehension and Interpretation of Information	10	20
TOTAL	50	100%

Reference sources:

Fulton-Calkins, Patsy and Karin M. Stulz, Procedures & Theory for Administrative Professionals, 6th Ed, South-Western, Cengage Learning, 2009.

Mathis, Robert L. and John H. Jackson, Human Resources Management, 13th Ed, South-Western, Cengage Learning, 2011.

Sabin, William A. The Gregg Reference Manual, Tribute Ed, 11th Ed. McGraw-Hill, 2011.

www.Gregg.com Glossary of Computer Terms.

This examination consists of 50 multiple choice questions, all are equally weighted.

II. QUALIFICATIONS APPRAISAL BOARD (QAB)

Weight = 60%

Pass = 70% or better

The QAB is an oral board exam. Unlike a job interview, the QAB is very structured with three board members taking turns asking a number of structured questions. The same questions are asked of each candidate participating in the QAB for the open position.