

**HUMAN RESOURCES ANALYST
Selection Process I.D. # 5703/1220**

EXAMINATION PLAN

Part I and II (combined)

Pass = 70% or better (must pass both to proceed to QAB)

Combined Total Weight = 50% (25% each)

PART I

Written Examination

Multiple choice 50-items

Pass = 70% or better

Weight = 25%

Hand-held calculator permitted

Content Area		No. of Questions	Percentage
1.	Human Resources Management (1-16)	16	32
2.	Classification and Compensation (17-28)	12	24
3.	Recruitment and Selection (29-37)	9	18
4.	Benefits (38-46)	9	18
5.	Statistical Data Interpretation (47-50)	4	8
Total		50	100%

Reference Sources:

Mathis, Robert L. and Jackson, John H., *Human Resource Management, Thirteenth Edition*, South-Western College Publishing, 2011

The multiple-choice examination consists of 50 questions, all equally weighted.

PART II

Written Exercises involving analytical and written skills

Pass = 70% or better

Weight = 25%

PART III

Qualifications Appraisal Board (QAB)

Pass = 70% or better

Weight = 50%

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