

Chapter Pers 6

RECRUITMENT AND EXAMINATION

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Pers 6.01 Source of recruitment. The director in determining the most appropriate source of recruitment shall consider such factors as agency goals, staff development patterns, availability of qualified applicants in the employing unit, agency or entire service, and effect on employe morale or turnover, designated promotional patterns in the classification series, availability of trained people in the broad labor market including the number who have completed or are completing training for the type and level of positions, value of bringing new personnel with different backgrounds into the service, current pay, employe benefits and hiring practices for the types of positions, the interests of other agencies which may use the eligible lists, and efficiency in conducting recruitment programs and examinations.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.02 Recruitment information. (1) Information used in recruiting shall be based on the specification for the class and, if appropriate, the recruitment option for the position, and upon the needs of the agencies' programs.

(2) Recruitment information shall be directed to labor market sources which the director determines are most likely to provide qualified applicants and will achieve and maintain a work force which is a balanced representation of the citizenry of the state.

(3) Recruitment materials shall contain such information which will help applicants evaluate their interest and qualifications.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2), Register, September, 1975, No. 237, eff. 10-1-75.

Pers 6.03 Insufficient number of applicants. In the event that a sufficient number of qualified applicants fail to apply for an examination or to qualify after the examination, the director may reannounce the examination, extend the date for filing of applications, or, if necessary, cancel the examination.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.04 Employment register exception. An existing appropriate register for a class shall be used to fill all vacancies in the class, except that the director may authorize new recruitment and examination to fill a specific vacancy when substantial differences in

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geographic location, program emphasis or other recognized employment considerations could be expected to attract new applicants who may be better qualified for that position. An eligible who is on an existing employment register for the class or option within the class shall, where practicable, be notified of the steps he must take to be considered for placement on the new register to be established.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.05 Examinations. (1) Examinations shall be based upon the specification for the class and other sources of information indicating the qualification requirements for the classification, recruitment option, or position.

(2) The examination may include any technique or techniques which the director deems appropriate to evaluate applicants such as: written, oral, physical, or medical examinations; an evaluation of training, experience, and other biographic information; a demonstration of skill or potential; or, in the case of promotions, a promotional potential rating.

(3) The examinations shall assess factors such as education, experience, aptitude, skill, knowledge, character, physical fitness, and other factors which, in the judgment of the director, enter into the determination of the relative fitness of the applicants.

(4) The director shall establish criteria for evaluating applicant qualifications and shall apply the same criteria to all applicants competing in an examination.

(5) When formal academic training is included in qualifications, equivalent training and experience may be substituted, except that such substitution shall not be permitted when formal training is required to obtain a license or registration, or when the training is needed for recognized status in a profession, or when the training is required in standards set up by agencies making grants-in-aid or otherwise financing state programs.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.06 Promotional examinations during scheduled work hours. Each employe with permanent status in class shall be eligible for reasonable paid leave time for the purpose of competing in examinations which could make the employe eligible for promotion and for participating in employment interviews in connection with such examinations when such examinations and interviews are conducted during an employe's scheduled work time. An employe shall not be denied his or her requests for time to participate in 2 examinations each calendar year and interviews in connection with such examinations, provided due notice has been given by the employe so that work coverage will not be interrupted. Such time shall not exceed the number of hours reasonably required to attend such examinations and interviews, including travel time. Leave time for more than 2 examinations in each calendar year and interviews in connection with such examinations may be granted to employes at the discretion of the appointing authority.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.
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Pers 6.07 Notice of examination ratings. Each examinee shall be given written notice of his or her final results.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.08 Release of examination information. (1) Any examinee may be given information on the results of his or her examination and the methods by which such results were determined in accordance with the following provisions:

(a) The following information may be released: The composition of the examination, as defined in Wis. Adm. Code section Pers 6.05 (2); the weight of and score on each separately scored component; the results of performance or physical tests; information as to whether veterans preference was included in the grade; and except as provided in paragraph (b), any information which otherwise constitutes a public record as defined under section 16.80 (2) (a), Wis. Stats.

(b) Information which shall not be released to the examinee or his or her representative under this section includes but is not limited to the following: copies of examination booklets or scoring keys; copies of written comments of oral board members; tapes of oral examinations; results of medical examinations except through the examinee's designated physician; scores of other candidates, with or without veterans preference, by name or by position on the register; and answers to specific items on written examinations.

(2) Information on his or her score on all or any part of an examination may not be released to an examinee until the notices of final results have been given to all examinees, except that an examinee who is unsuccessful in any step in the examination process may be so notified at any appropriate time without regard to release of final result notices.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.09 Anonymity of examinees and security for written examinations. (1) The director shall use appropriate means to insure that the identity of the examinees in no way influences their score in a written examination.

(2) To maintain security of standardized written tests, written examination items exchanged with other jurisdictions, and those written items developed by the bureau, the director shall provide appropriate security for all written examination materials.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.10 Disqualification of applicants or eligibles. In addition to provisions stated elsewhere in the law or rules, the director may refuse to examine the applicant, or after examination to certify an eligible:

(1) Who is found to lack any of the preliminary requirements established for the examination for the position or employment for which he or she applies;

(2) Who has participated in the scheduled selection process so recently that the results of a reexamination would provide him or her an undue advantage;

(3) Who is physically or mentally so disabled as to be rendered unfit for the performance of the duties of the position to which he or she seeks appointment, except that a person shall not be discriminated against because of total or partial blindness unless normal eyesight is absolutely indispensable to do the physical acts to be performed;

(4) Who habitually uses alcohol or narcotics to excess;

(5) Who has been guilty of any crime or of infamous or notoriously disgraceful conduct and whose subsequent record would, in the judgment of the director, make him or her unfit to carry the responsibility in the specific position;

(6) Who has been dismissed from the public service for delinquency or misconduct;

(7) Who has made a false statement of any material fact in any part of the selection process;

(8) Who directly or indirectly gives, renders, or pays or promises to give, render or pay any money, service or other valuable thing to any person for or on account of, or in connection with, his or her test, appointment or proposed appointment;

(9) Who practices, or attempts to practice, any deception or fraud in his or her application, certificate, examination, or in securing his or her eligibility or appointment;

(10) Whose work record or employment references are unsatisfactory; or

(11) Who refuses to furnish testimony as required in section 16.03 (4) (b) or 16.05 (3), Wis. Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (10), Register, September, 1975, No. 237, eff. 10-1-75.

Pers 6.11 Critical recruitment selection. (1) The director shall identify classifications or positions for which qualified applicants are in critically short supply, and shall designate these as critical recruitment classifications.

(2) Specialized recruitment, examination, and certification processes may be established to fill positions in these classes, provided that due notice is given so that all interested and qualified applicants may be considered.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.12 Understudy selection. (1) To provide continuity in leadership, the director may establish for upper level technical, professional or managerial positions a program through which appointment of a successor may be made by competitive examination to serve as an understudy.

(2) The director, after consultation with department administrators, may identify positions in programs in which overlap of leadership or service would be essential.

(3) A person may be appointed to serve as an understudy in a position having duties in addition to the understudy function or in a position specifically for understudy, but in no case shall a position

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having solely understudy functions be filled more than one year before the objective position vacancy is anticipated.

(4) The understudy appointee will serve a probationary period during the the entire understudy period and will thereafter serve a probationary period upon appointment to the understudied position. It is the intent of this section to grant the understudy appointee the same status and rights relating to probation as those granted a trainee under Wis. Adm. Code chapter Pers 20 and section 16.22 (5), Wis. Stats.

(5) Persons serving in positions having solely understudy functions may be paid on the same basis as provided for trainees under Wis. Adm. Code chapter Pers 20. Persons serving in positions having duties in addition to the understudy function shall be paid on the basis provided for the non-understudy functions.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 6.13 Entry level professional programs. (1) An entry professional class selection program is established pursuant to section 16.18, Wis. Stats., whereby college seniors and graduates are recruited and examined to establish eligibility for entry professional classes in the state classified service.

(2) In accordance with the purpose expressed above and with the legislative intent expressed in section 16.18, Wis. Stats., the use of this procedure shall be subject to the following provisions:

(a) The director shall designate those positions which shall be filled through this selection program.

(b) The selection process shall be free and open to all seniors and graduates of accredited institutions of higher learning regardless of residence.

(c) Graduation from a four-year college or university accredited through the Federation of Regional Accrediting Commissions of Higher Education is required prior to appointment, except that a person lacking a maximum of 5 semester credits or its equivalent may be employed contingent upon completion of the degree requirements within 6 months after employment.

(d) The director may, under scientifically appropriate conditions, use random selection as a component of the selection process.

(3) To facilitate employment of entry level professional employees, selection may be made from among any applicants who have attained eligibility. In those positions which require specialized training, selection may be made from among those eligibles who possess the special qualifications. The director may establish ranking or category procedures to meet the needs of effective selection in specific classifications.

(4) Appointments through this program shall be considered as an appointment made in accordance with the provisions of section 16.20 (2), Wis. Stats. Career service immediately following appointment shall conform with all provisions of subchapter II of chapter 16, Wis. Stats. and related rules.

(5) Cooperative program. To enable department administrators and faculty of institutions of higher learning to cooperate in training the highest caliber of students for government employment, the director may establish appropriate criteria and controls for program development, recruitment, selection and employment of eligibles for cooperative training programs. Successful completion of an approved cooperative program shall be deemed to fulfill the requirement for competitive selection and appointment to any position for which the cooperative training agreement was established.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2) (b) and cr. (2) (c) and (d), Register, September, 1975, No. 237, eff. 10-1-75.