

# Michigan Civil Service Commission Regulation 3.01

## Alternative Assessment and Selection Process

SPDOC 26-05, effective June 7, 2026 (replaces Reg. 3.01, SPDOC 21-07)

### 1. Purpose

This regulation establishes standards and procedures to approve alternative assessment and selection processes to use instead of Civil Service written, electronic, or other appraisal methods.

### 2. CSC Rule Reference

#### 3-1 Examinations

##### 3-1.1 Authority

Civil service staff shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.

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### 3. Standards

- A. An appointing authority may submit an alternative plan to recruit, assess, and select employees to fill position vacancies. The plan can be designed to fill a specific position, all positions in a classification, or positions in an identified group of similar classifications.
- B. Civil Service shall provide technical guidance and assistance in developing or using appropriate assessment methods, if requested.
- C. A plan submitted for Civil Service approval must include:
  - 1. The position description, if position-specific.
  - 2. Any applicable selective-position-requirement criteria.
  - 3. A description of recruitment, posting, or other applicant identification efforts.
  - 4. A plan to complete any necessary credential reviews to identify applicants meeting the classification's minimum qualification requirements.
  - 5. A description of the essential applicant characteristics and identification of assessment and selection criteria to evaluate them.
- D. The appointing authority must receive Civil Service approval of an alternative plan before its initial use.
- E. The job-related assessment and selection criteria may include assessment of training, education, and experience; evaluation of work samples; test performance; structured interviews; or other appropriate methods or combinations of methods.

- F. The process must include mandatory practices outlined in regulation 3.04.
- G. The process cannot be used until all recall names are appropriately cleared.
- H. The appointing authority must administer the alternative process in accordance with the methods specified in the approved plan. Civil Service approval must be secured on plan modifications.
- I. Civil Service may preauthorize use of an alternative process to fill vacancies in an entire classification or group of classifications if the positions are similar and have similar qualifications.
- J. The appointing authority must document the process, including the lack of recall names, in accordance with regulation 3.04, § 4.I and must certify the appointment in accordance with regulation 3.04, § 4.H.
- K. Appointments using alternative processes are subject to audit for compliance with these standards. Documentation must be retained for three years from the appointment date.

## 4. Procedure

### A. Alternative Selection Process Approval.

1. **Appointing Authority (AA):** Develops plan, in accordance with § 3.C, for specific identified position, entire classification (e.g., all entry-level data-entry operators), or positions in similar classifications (e.g., all technical-unit entry-level technicians).
2. **AA:** Requests assistance from Civil Service staff, as needed.
3. **AA:** Submits Plan to Civil Service for approval.
4. **Civil Service:** Reviews plan and works with AA to revise, if necessary.
5. **Civil Service:** Documents its approval of plan.
6. **Civil Service:** Retains copy of request and approval for duration of approval.
7. **AA:** Identifies any recall names for classification of position being filled and clears any recall names before proceeding.
8. **AA:** Administers selection process in accordance with approved plan and regulation 3.04.
9. **AA:** Appoints selected candidate.

**Contact:** Direct questions on this regulation to Classification and Selection, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-284-0103; or [MCSC-OCSC@mi.gov](mailto:MCSC-OCSC@mi.gov).