

# Michigan Civil Service Commission

## Regulation 3.01

<b>Subject:</b> <b>Alternative Assessment and Selection Process</b>		
<b>SPDOC No.:</b> 18-03	<b>Effective Date:</b> January 1, 2019	<b>Replaces:</b> Reg. 3.01 (SPDOC 16-06, January 1, 2017)

### 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 References

#### 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, and must certify the appointment in accordance with regulation 3.04, § 4.J.
- 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. Procedures

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> <li>1. Develops plan, in accordance with § 3.C, for a specific identified position, an entire classification (e.g., all entry-level data-entry operators), or positions in similar classifications (e.g., all technical-unit entry-level technicians).</li> <li>2. Requests assistance from Civil Service staff, as needed.</li> <li>3. Submits plan to Civil Service for approval.</li> </ol>
Civil Service	<ol style="list-style-type: none"> <li>4. Reviews plan and works with the appointing authority to revise, if necessary.</li> <li>5. Documents its approval of the plan.</li> <li>6. Retains copy of request and approval for duration of the approval.</li> </ol>
Appointing Authority	<ol style="list-style-type: none"> <li>7. Identifies any recall names for the classification of the position being filled and clears any recall names before proceeding.</li> <li>8. Administers selection process in accordance with the approved plan and regulation 3.04.</li> <li>9. Appoints the selected candidate.</li> </ol>

**CONTACT**

Questions on this regulation may be directed to Classifications and Selections, 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).