

Michigan Civil Service Commission

Regulation 3.01

Subject: Alternative Assessment and Selection Process		
SPDOC No.: 18-03 <u>21-05</u>	Effective Date: January 1, 20 19 <u>22</u>	Replaces: Reg. 3.01 (SPDOC 16 <u>18</u> - 06 <u>3</u> , January 1, 201 7 <u>9</u>)

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, [in accordance with regulation 3.04, § 4.I](#) and must certify the appointment in accordance with regulation 3.04, § 4.~~J~~[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. Procedures

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> 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). 2. Requests assistance from Civil Service staff, as needed. 3. Submits plan to Civil Service for approval.
Civil Service	<ol style="list-style-type: none"> 4. Reviews plan and works with the appointing authority to revise, if necessary. 5. Documents its approval of the plan. 6. Retains copy of request and approval for duration of the approval.
Appointing Authority	<ol style="list-style-type: none"> 7. Identifies any recall names for the classification of the position being filled and clears any recall names before proceeding. 8. Administers selection process in accordance with the approved plan and regulation 3.04.

Responsibility	Action
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9. Appoints the selected candidate.

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.