

SAMPLE

CHECKLIST OF RATING PANEL MATERIALS

- Exam Security Agreement/Job Expert Certificate
- List of Applicants (listed in different order than the blinded exam materials)
- Job Announcement
- Position Description with Supporting Documents (e.g., Supervisory Analysis Form, Organizational Chart)
- Exam Questions and Benchmarks
- Scoring Sheet
- Copies of Blinded Exam Materials
- (if applicable) Expense sheet for reimbursement, honorarium.
- (if applicable) Self-addressed, stamped envelope for return of materials
- (if applicable) extra pens, pencils, post-it notes, highlighters, etc.

SAMPLE

RATING PANEL BRIEFING INSTRUCTIONS

(In attendance: HR Specialist, exam raters, hiring manager/SME)

1. Review and complete Job Expert Certificate/Exam Security Agreement

Raters must complete and sign these at the beginning of the evaluation session in your presence.

Have the raters review the list of applicants as part of completion of the bottom of the Job Expert Certificate form. Raters must identify any candidates about whom they feel they could not be objective or recognize a conflict of interest and ask to be excused from rating such candidates. All raters must be informed that bias for or against any candidate is a violation of state law.

2. Review the Job Announcement and Position Description

The job announcement may be useful to consider the point of view of the applicants. Look over the announcement to get an idea of the information that was made available to potential applicants.

The position description will give you a better idea of the duties and responsibilities of the position. In order to develop the civil service exam, job experts analyzed these job duties and identified essential areas of knowledge and skill required upon appointment.

Have the raters review the position. With the hiring manager/SME present for consultation, answer any questions the raters may have.

3. Review the exam questions and benchmarks.

In particular, ensure that they understand how to read and apply the benchmarks, as written, assign scores for each candidate and ensure that the scoresheet is completed accurately.

Raters are provided a copy of the exam benchmarks for each question. The exam benchmarks contain a rating scale which defines the range of scores you will use to evaluate the responses. Example: The rating scale has three categories of scores: MORE THAN ACCEPTABLE (9, 8, 7), ACCEPTABLE (6, 5, 4), and LESS THAN ACCEPTABLE (3, 2, 1, 0). A score of "9" is the highest score possible. The minimum passing score (or acceptable rating) for each question is a score of "4." A score of "0" should be used only when an applicant has not provided anything in response to a question.

The benchmarks contain evaluation criteria for each of the responses with the pertinent rating criteria for you to determine in which of the three categories they belong. The criteria are intended to be a guideline or benchmark and are not necessarily all-inclusive. An applicant's response may demonstrate a comparable level of knowledge, training, or experience that is not listed within the criteria. The range of scores within each category allows you flexibility in rating more or less elaborate responses for relative differences in depth or breadth of knowledge. For example, one applicant may provide a response which only minimally meets the criteria for the acceptable category and earns a score of "5" or

“6.” Rater expertise comes into play as you compare each of the responses with the pertinent rating criteria and determine the appropriate credit to give for each response.

- **Avoid making overall judgments.** In general, make separate and distinct evaluations in each of the high importance areas.
 - **Avoid comparing applicants with one another when evaluating them.** To help avoid contrast effects, evaluate each applicant against the exam benchmarks rather than against other applicants.
 - **Avoid sole reliance on crude indicators of past achievements** such as grades, degrees, job titles, years of experience, and salary progress. Such indices, taken in isolation, are minimally useful measures of achievement and accomplishment at best. In general, do not assign scores based on crude factors, but rather the applicant information reflective of the content and relevance of past achievement and accomplishments for the job in question.
 - **Avoid making evaluations on the basis of personal information.** While personal information will be blinded from the application materials, raters may detect or suspect personal information such as race, gender, national origin, age, etc. It is essential that raters focus on job related qualifications and guard against letting any personal information influence the ratings.
4. **Practice with the panel.** When you have finished your orientation briefing, before letting the raters go, have them complete the ratings for one or two of the candidates in your presence. This will help identify any difficulties that the raters may have in interpreting or applying the benchmarks. Consult the SME if needed.
5. **Conclude the panel orientation and send the panel away to conduct their ratings of the applicants.** After the meeting has ended and the panel has been sent to complete their ratings, the rating panel members should not discuss or comment on applicants or ratings. The practice of having panel members compare scores and collaborate on scoring invalidates inter-rater statistical reliability and nullifies the effectiveness of having multiple raters evaluate candidates. If raters have questions while conducting their evaluations, they should direct them only to HR staff, who in turn may consult the hiring manager/SME for clarification.

Reminder, per ER-MRS 6.08, Wis. Adm. Code, exam scores are closed records. Scoring decisions are not to be shared with the hiring manager nor anyone else outside of the panel.

SAMPLE RATING PANEL MEMBER THANK YOU LETTER

[date]

[name]
[address]

Dear **[name]**:

Thank you very much for the time and effort you devoted to serving as a member of the exam rating panel for the **[title]** position. Your service with the merit-based selection process helps to ensure and maintain a qualified work force in Wisconsin civil service.

As a reminder, please do not discuss any information regarding the rating panel. Feel free to contact me with any questions. And if you are asked to discuss this recruitment by others, please direct those persons to me. Thank you.

Thank you again for taking the time from your schedule to participate in this important process.

Sincerely,

[name]
[title]

Sample Rating Score Sheet

CONFIDENTIAL

Exam Name: _____

Date: _____

Name of Rater: _____

Signature of Rater: _____

Applicant ID	Question 1	Question 2	Question 3	Question 4	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					