

WORK SAMPLE INSTRUCTIONS

Please be advised that a work sample is not a “test” because “test” requires validation through job analysis. Therefore, a work sample is not considered a test and cannot be rated/scored.

Work samples are used as an additional tool, along with the information presented in the candidate's application and the interview process when making the final selection, to verify critical skills identified in the Minimum Qualifications for a specific position. In addition, the work sample is not used as “sole reason for disqualification”. Work samples must be approved by the Recruiter before they are administered to candidates.

Please provide your Recruiter with the following information:

- 1) Reason for administering a work sample.
Ex: to determine candidate's qualifications
- 2) Identify who will be given the work sample (all applicants interviewed or finalists).
Ex: All candidates who are invited to the interview will be asked to complete this work sample presentation.
- 3) Explain the specific Qualifications to be evaluated and how sample will support that evaluation.
Ex: Following is a list of qualifications copied from the job description in the Min and Pref that will be evaluated with this Work Sample: <Please list qualifications here>
- 4) Submit a statement indicating the instructions that will be given to applicants (verbal, written, time allotted, resources permitted) including the time allowed to complete the work sample.
Ex: <Please copy here the instructions you are giving to the applicants>
- 5) Submit a copy of the work sample that you will provide applicants or finalists, as well as the final product expected from applicants.
Ex: <this may be the interview questions sheet, the letter sent to the applicants inviting them to the interview, any other instructions>
- 6) Explain what resources will be available to candidates while performing the work sample,
Ex: materials, computer, equipment, paper, pencil, dictionaries (spell check)?
- 6) How will the work sample be evaluated?
Ex: The information gained in the sample will be compared to the qualifications to either qualify or disqualify the candidate.
- 7) Besides the work sample, what other criteria will be used in the selection process?
Ex: A telephone pre-screen, the interview questions, a second interview with the director.