

## County of Butte



### Written Examinations

#### Purpose of the Written Examination Process:

A written examination is an extension of the application process and is used to evaluate an applicant's ability to successfully perform a job. Written Examinations are not hiring interviews, rather an exam used to assist in establishing the employment list.

#### What is a Written Examination?

A Written Examination is a distinct and separate part of the recruitment/selection process, which occurs prior to the establishment of the employment list and ranking assignment. Written Examinations usually lasts 2-3 hours and consist of 100 multiple-choice questions. All questions will be scored on the basis of the number of correct answers. It is to your advantage to use your best judgment and attempt to answer all of the questions. Applicants will need to have a passing score of 70%.

#### Function of a Written Examination:

The basic function of a Written Examination is to identify the most qualified applicants by assessing each applicant's knowledge, skills and abilities to perform the duties of the position for which he/she is being tested. Applicants who do not receive a passing score will be removed from the recruitment process. Applicants who pass the exam will be placed on the employment list and grouped in a band based on his/her score. There are up to 7 bands available on an employment list; the first 3 bands are sent to the department for possible hiring interviews. Additional bands may be sent to the department if the department does not select a candidate from the top 3 bands.

### Oral Examinations

#### Purpose of the Oral Examination Process:

An oral examination is an extension of the application process and is used to evaluate an applicant's ability to successfully perform a job. An Oral Exam is a test, the same as a Written Examination is a test, though an Oral Examination is a verbal test. Oral Examinations **are not** hiring interviews, rather an exam used to assist in establishing the employment list.

#### What is an Oral Examination?

An Oral Examination is a distinct and separate part of the recruitment/selection process, which occurs prior to the establishment of the employment list and ranking assignment. Oral Examinations usually lasts 20-45 minutes while a panel asks 8-10 questions verbally. Panel members will ask predetermined questions and if necessary questions can be repeated, however, not clarified. Oral Examinations are not Hiring Interviews; therefore the panel members will not ask follow up questions. Applicants will need to have a passing score of 70%.

#### Function of an Oral Examination:

The basic function of an Oral Examination is to identify the most qualified applicants by assessing each applicant's knowledge, skills and abilities to perform the duties of the position for which he/she is being interviewed. The panel will pose a series of pre-determined questions and listens to and evaluates each applicant's responses to these questions. Panel members take detailed notes of each response. Each question has a set of predetermined criteria for evaluation. All applicants are asked exactly the same questions in exactly the same order, though the panel is not allowed to ask clarification questions based on the applicant's response. The ratings of the Oral Examination panel will be used to determine the final ranking for each successful applicant on the employment list. Applicants who do not receive a passing score will be removed from the recruitment process.