

Delegated Assessment Centers



**CIVIL SERVICE TEST DEVELOPMENT
DIRECTOR – BRIANNA WARD**

What is an Assessment Center?



- Assessment measuring competencies required for a job through job simulated exercises
- Value of Assessment Center

Delegated Assessment Center Options



	Weighted/Graded	Sole
Departmental Promotional	<ul style="list-style-type: none">• Eligibility within department• Use HRD written exam• Education and Experience• Statutory preference points	<ul style="list-style-type: none">• Eligibility within department• Employment/Experience (In-title Experience)• Statutory preference points
Open Competitive	<ul style="list-style-type: none">• Eligibility open outside department with minimal requirements• Use HRD written exam• Education and Experience• Veterans have absolute preference	<ul style="list-style-type: none">• Eligibility open outside department with minimal requirements• Employment/Experience (In-Title Experience)• Veterans have absolute preference

First Steps



- If you have any questions, request a meeting with me: brianna.ward@state.ma.us
- If you have no questions, submit a requisition for the Assessment Center (1 requisition per exam title)
 - Next Steps for Weighted/Graded and Sole...
 - Process Flow online (www.mass.gov/civilservice) “Exam Information”, “Delegated Assessment Center Examinations” on left

Tips/Reminders



- If in doubt, ask the question ASAP
- Review Delegation Agreement in town and with vendor
- Be aware of and eliminate any conflicts of interest
- Request for Proposal (RFP): look beyond cost, ask about content and quality
- Investigate your vendor choice
- Be fair and equitable to candidates
- Only candidates, HRD, and vendors see the scores
- Use score template and provide minimal feedback to candidates, this is employment test not developmental test

Contact Information



- Brianna Ward – Director of Test Development – brianna.ward@state.ma.us
- www.mass.gov/civilservice “Exam Information”, “Delegated Assessment Center Examinations” on left
 - Sample Delegation Agreements
 - Process Flows
 - Overview of the types