Weighted/Graded Assessment Center (AC) Process

Vendor

- Enters requisition for examination
- Requests vendor approval
- Initiates conversation with vendor about AC
- Uses job analysis to create and validate an AC program
- Administers AC to candidates and sends results to HRD

Municipality

- Receives requisition and sends Delegation Agreement to municipality for signature
- Appoints Authority signs Delegation Agreement and returns to Brianna Ward
- Approves vendor
- Notifies HRD of date of AC
- Notifies town of candidates who passed written exam

HRD

- HRD signs Delegation Agreement and final copy is sent to town. Appeal Notification Form sent to town
- Approves vendor
- Verifies scores and releases scores to candidates and eligible list to municipality
- Administers AC to candidates and sends results to HRD

Timeline:
- 6 months before AC
- 3-4 months before AC
- 2 months before AC
- AC date
- 2 weeks after AC

- (Candidates take written exam)