

Exams

Creating a New Exam -

- Log on to ATS
- From the Main Menu, click on **Exams**.

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

- After clicking on Exams, the following screen will appear. Click on the **Add New Exam** button.

[Main Menu](#) [Exams](#) [Questions](#)
 Selected Exam: None Selected

Exams

Category:

Search by word or phrase:
(Class no, Class title, or Exam title)

Select Exam Status: Current Archived Current & Archived

Select an Exam category

- Below is the screen that appears when you click on the Add New Exam button. The Title, Type, and Category are required fields and must be filled in for all three areas before you can proceed. (Note: All areas with a red asterisk beside them are required fields.)

Add Exam	
Title:	<input type="text"/> *
Type:	<input type="text"/> *
Category:	<input type="text"/> *
Short Description:	<input type="text"/>
Instructions:	<div style="border: 1px solid gray; height: 100px;"></div>
Class No.:	<input type="text"/>
Scores valid for:	<input type="text" value="180"/> Days Eligible to retest in: <input type="text" value="0"/> Days (For scheduled or Impact exams only, 0 = can retest anytime)
Min. Passing Score:	<input type="text" value="70"/>
Scheduled Exam:	<input type="checkbox"/>
Impact Exam:	<input type="checkbox"/>
* Required	

XX

- Title:** Titles of exams should match the official classification title if possible. If an exam has already been developed for a classification and the title has already been used, you will need to change the title by adding a word, date, character, agency, etc. to it (example: an exam for ATS Training Manual - Example of New Exam has already been developed however, because one of the minimum qualifications has changed, you need to develop a new exam. You could make the title of the new exam ATS Training Manual - Example of New Exam (11/07). Adding the (11/07) to the title will distinguish the new one from the old one in the data base.

Add Exam	
Title:	<input type="text" value="ATS Training Manual - Example of New Exam (11/07)"/> *

- Exam Type:** Click on the drop down button and click on the exam type that your new exam will be. For this example, I have chosen the exam type TRAEX. Click on your choice and it will appear in the blank box labeled Type.

Type: [v] [x]

- Checklist
- Oral
- SRE
- TRAEX**
- Video
- Written
- Qualification Statement (must pass to continue)
- Resume
- Checklist-Not Auto Scored
- Qualification Statement with Oral Exam
- Minimum Qualifications (checklist) / Written Exam
- Multiple Choice Written
- Timed Administered Test
- Assessment Center
- LXR - Written

- **Exam Category:** Click on the dropdown button and choose a category. The categories are by class code. (Example: Category 00000 would mean that the classification you are developing a new exam for has a class code that starts with the numbers 00. The class code we are using for our example of ATS Training Manual - Example of New Exam (11/07) is 00001 so you would choose the category 00000.)

Category: 00000 [v]

- 00000
- 01000
- 02000
- 03000
- 04000
- 05000
- 06000
- 07000
- 08000
- 09000
- Exempt Positions
- Scheduled Exams

- **Short Description:** When searching the data base for your exam, if there is more than one exam that has been developed for the classification, your short description will help you correctly identify yours without having to read through any other exams that have been developed for that same classification.

Short Description: Used for training new users on the ATS system.

- **Instructions:** This information is used to describe to the applicant what to expect on an examination. Below is an example of what the instructions for a TRAEX (rating of education and training) exam might look like. You can create new instructions for your exam by just typing them into the instruction box or, if you know of an existing exam that is similar, you can search for that exam in the data bank, copy the instructions, paste them into your new exam, and then make any changes you need to make. This section is typically not filled out until you have developed your entire exam and know how many and what types of questions are on the exam.

Instructions: The test for this position is an evaluation of your related background. Item #1 is a minimum requirement. Items #2 - #4 are not required for all positions, but are required for the current opening. For each item, describe all of your related education, training, and experience. For any education and training, describe the course title(s), the content, and hours/credits of each. For experience, describe job duties, employers, and employment dates. For some items,

- **Class No:** The Class No. is the class code for the classification you are developing the new exam for. In this example, we are using class code 00001 for the classification of ATS Training Manual - Example of New Exam. (Note: This example is not a real class code number).

Class No.: 00001

- **Scores valid for:** This determines the expiration date of the applicant’s score after they have taken this exam. The system defaults to 180 days if you do not enter anything in this box. If you want to make the scores valid for a longer or shorter period of time, type the number of days you want in the box and click on the update button. This specific exam will then default to the new number of days that you have entered.

Defaults to: Scores valid for: 180 Days
Changed to: Scores valid for: 90 Days

- **Min. Passing Score:** This is the minimum score an applicant must achieve in order to pass the exam. This score is automatically calculated and filled in for you after you have added all of your questions, attached a weight to each question that will count towards the passing point, and entered a minimum score for each question when appropriate. This information is contained on the Edit Plan page and will be covered later in this manual. (Note: When you are copying an exam, the old Min. Passing Score will copy into the new exam. After you have calculated your new passing point, it will automatically change this score for you.)

Min. Passing Score: 70

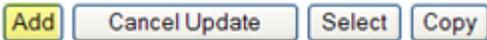
- **Eligible to retest in:** This box should be left blank (the system defaults to 0). It was created for an exam type that is no longer in existence.

Eligible to retest in: 0 Days (For scheduled or Impact exams only, 0 = can retest anytime)

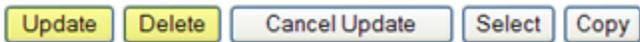
- **Scheduled Exam & Impact Exam:** These two boxes should be left blank. They were created for an exam type that is no longer in existence.

Scheduled Exam:
Impact Exam:

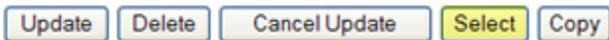
- After filling in all of the above information, click on the Add button at the bottom of the screen. This will add your exam to the data base.



- After adding the exam to the data base, notice that an Update and Delete button now appear at the bottom of the page instead of an Add button. Every time you make a change to this page, you will need to click on the Update Button to save your changes. If you have not attached your exam to an announcement, you can click on the Delete button and it will delete your exam from the data base. If your exam has been used, the system will not let you delete it.



- After you have added your exam to the data base, click on the Select button. (You must select the exam before you can add questions to it.)



- When you click on the Select button, a screen will open that is called the Edit Plan screen (see screen below). Once you have selected the exam and the Edit Plan screen appears, click on the Close Window button. Each time you add a question to your exam, this screen will pop up to show you your progress.

Edit Plan

Exam: ATS Training Manual - Example of New Exam (11/07)

Order	Question	Points & Weight	Min. Score (0-100)	Command
-------	----------	-----------------	-----------------------	---------

Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.

Min Score:

*Note: The numbers above will not be updated until the update button is clicked.

Points are: 0

Final Minimum score is 0

*NOTE: Use the Update button after calculating the Minimum score if you want to save your work.

- On the Edit Plan screen, there is a button for Calculate Minimum Score. The minimum score is the passing score that applicants have to achieve to pass your exam. The minimum score is not calculated automatically until after you have added all of your questions to the exam. (Passing points will be covered later in this section.)

Min Score:

- After adding and then selecting your exam and closing the Edit Plan page, the name of your exam will appear next to the words Selected Exam at the top of the page. (Clicking on the exam title takes you back into the instruction page (the information that you just added to the data base). In order to click on the exam title, you must click on the Questions button first which enables the Selected Exam link.)

[Main Menu](#)
[Exams](#)
[Questions](#)

Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Exams

Category:

Adding an Existing or Revised Question to your New Exam

- The next step in creating a new exam is to start adding questions. You can create a brand new question, search for an existing question to add to your exam, or copy an existing question and revise it. To start, click on the Questions button at the top of the page. From here, you can do all three.

[Main Menu](#)
[Exams](#)
[Questions](#)

Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

- After clicking on Questions, the following screen will appear.

Main Menu Exams Questions

Selected Exam: ATS Training Manual - Example of New Exam (11/07) | Edit Plan | Preview | Exam Grading Criteria

Add New Question

Questions

Category:

Select a Question category

Checking for Existing Questions: Before you create and add a new question to the data base, you will need to check to see if there is an existing question that might work for you.

To do this:

- Click on the drop down button under **Category** as shown below.
- Click on the **All Questions** (search only) category.
- Type a word or phrase such as **Human Resources** into the search box.
- Click on the **Search** button. (This will display all of the questions in the data base that have the words Human Resources in them.)

Questions

Category: All Questions (search only)

Search for questions with word or phrase: Human Resources Search

All Questions (search only)

Agriculture

Business Team Agencies

Business, Administration, Education Agencies

College/University

Communication

Correction

Crafts / Trades / Custodial

Engineering

Environment

Finance / General Professional

Fish & Game

- After you click on the Search Button, a screen will pop up that contains all of the questions in the data base that have the word or phrase that you have typed into the search box (see example #1 below). This screen gives you information on the type of question it is, the category it is under in the data base, the number of answers for that question, the number of times the question has been used on an exam, and an Add to Exam button.

Example #1

[Main Menu](#) | [Exams](#) | [Questions](#)

Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Questions

Category: All Questions (search only)

Search for questions with word or phrase:

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- If you place your cursor over a question on this list, most of that question is displayed so you can read it without having to open it (see example #2).

Example #2

Questions

Category: All Questions (search only)

Search for questions with word or phrase:

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- Once you have found an existing question that will work for you, you can either click on the Add to Exam button located on the right hand side of the screen;

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- OR, you can open the question by clicking on it and then click on the Add to Exam button at the bottom of the screen as shown below. Either way, this will add the question you have selected to your exam and open the Edit Plan page.

Update Exam Question	
Question:	Please describe your experience in human resources as a strategic business partner with management. Include examples of using analyses and modeling in addressing HR issues with the organization. Identify levels of management you * 3725
Type:	Paragraph *
Category:	Business, Administration, Education Agencies *
Short Description:	Copy of question # 7471
MQ Specialty #:	
Help:	Typically gained by experience working with management in developing business strategies to establish human resource policies and practices that support these business needs. 2823
Grading Criteria:	Consider the size of organization and complexity of organizational issues. 70: Experience in understanding the business needs and consulting with first level management in an organization. 49547
* Required	

Answers		
#	Text	Weight
1	Please respond below:	100 %

Weights total: 100.00 (This is the highest the applicant can score)

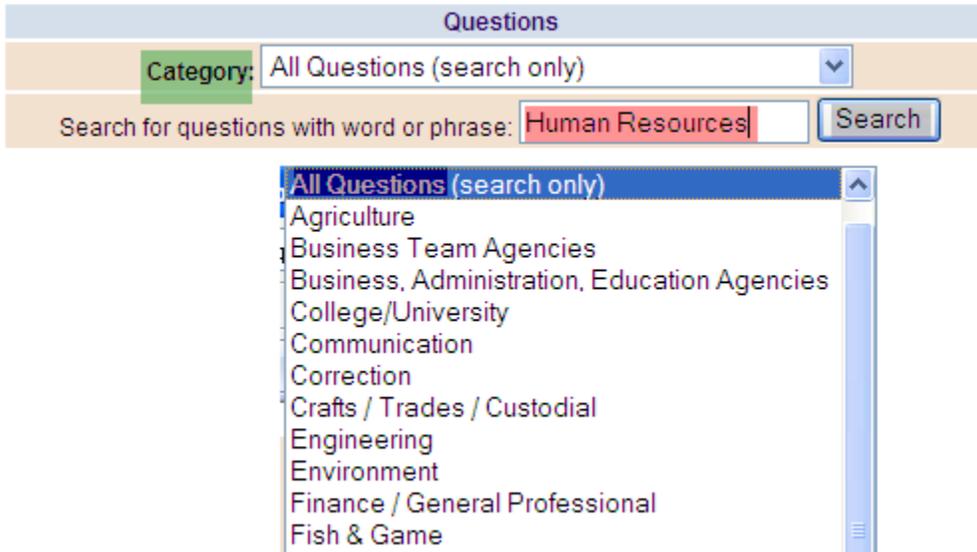
- When you add your question to the exam the Edit Plan page will appear. On the Edit Plan page, you will see:
- The question you added to your exam appears as **question #1**.
- A place for you to add the **weight** for this specific question.
- A place for you to add the **minimum score** for this specific question.
- A **Delete** button on the right hand side of the screen (this allows you to remove the question from the exam you are working on but does not delete it from the data base).
- You can also see the **Calculate Minimum Score** button and the **Min Score** box on the Edit Plan page. These two boxes will be filled in after you have finished adding questions to your exam.

Exam: ATS Training Manual - Example of New Exam (11/07)				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				
Business, Administration, Education Agencies				
1	Please describe your experience in human resources...	0 %	0	Delete
Calculate Minimum Score (alt-c)		Min Score	NaN	

Revising an Existing Question

To revise an existing question, you will need to search the data base to see if there is an existing question that might be close to what you are looking for. To do this:

- Click on the drop down button under **Category** as shown below.
- Click on the **All Questions** (search only) category.
- Type a word or phrase from the question you are looking for into the search box. (Example: **Human Resources**)
- Click on the **Search** button. (This will display all of the questions in the data base that have the words Human Resources in them.)



- After you click on the Search Button, a screen will pop up that contains all of the questions in the data base that have the word or phrase that you have typed into the search box (see example #1 below). This screen gives you information on the type of question it is, the category it is under in the data base, the number of answers for that question, the number of times the question has been used on an exam, and an Add to Exam button.

Example #1

[Main Menu](#) | [Exams](#) | [Questions](#)

Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Questions

Category: All Questions (search only) ▼

Search for questions with word or phrase:

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner. All	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- If you place your cursor over a question on this list, most of that question is displayed so you can read it without having to open it (see example #2).

Example #2

Questions							
Category: All Questions (search only) <input type="button" value="v"/>							
Search for questions with word or phrase: experience in human res: <input type="button" value="Search"/>							
No.				No. Answers (Click to edit)	No. Times Used (Click for report)	Command	
7471	EXTRA CREDIT Background: describe your experience in h			1	1	<input type="button" value="Add to Exam"/>	
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	Business Administration Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- If you determine that there is not already a question in the data base that is appropriate for your exam, however, you have found one that is very close and you can use it if you change a few words, etc. you can copy the old question and make it into a question that will work for you.

To Copy and Revise a Question:

- Click on the Questions button at the top of the screen.

[Main Menu](#) [Exams](#) [Questions](#)

Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Questions	
Category:	All Questions (search only) <input type="button" value="v"/>
Search for questions with word or phrase:	<input type="text"/> <input type="button" value="Search"/>

- Click on the drop down button under **Category** as shown below.
- Click on the **All Questions** (search only) category.
- Type a word or phrase such as **Human Resources** into the search box.
- Click on the **Search** button. (This will display all of the questions in the data base that have the words Human Resources in them.)

Questions

Category:

Search for questions with word or phrase:

All Questions (search only)

- Agriculture
- Business Team Agencies
- Business, Administration, Education Agencies
- College/University
- Communication
- Correction
- Crafts / Trades / Custodial
- Engineering
- Environment
- Finance / General Professional
- Fish & Game

- When you find the question that you want to copy, click on the question to open it.

5173	Describe your experience summarizing data and preparing informational reports using word processing	Copy of question # 3852	Paragraph	Correction	1	0	<input type="button" value="Add to Exam"/>
2917	Describe your specific training and experience using a personal computer and software for word proce	Education Specialist Exam	Paragraph	Business, Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
4688	Do you have at least 6 months experience using computer software	Copy # 3732 Changed wordina and time length	T/F or Y/N	Office Support	2	1	<input type="button" value="Add to Exam"/>

- The following screen will open. Notice there are two big red warning statements indicating that you need to copy this question if you want to make changes to it. (PLEASE REMEMBER TO DO THIS).

WARNING: This is an existing question and has been published. Any updates will be reflected on any exam this question is attached to. If creating a new question from this existing one, please copy the question first and then update the new question.

- Click on the Copy button at the bottom of this screen.

Update Exam Question	
This Question may only be edited by an Administrator	
Question:	Describe your specific training and experience using a personal computer and software for word processing, spread sheets and desk top publishing. * 3855
Type:	Paragraph *
Category:	Business, Administration, Education Agencies *
Short Description:	Education Specialist Exam
MQ Specialty #:	
Help:	Typically gained by formal training in each of the three software packages and at least three months of applied experience, OR if you have at least 6 months of experience using this software. If you have a degree in computer 2635
Grading Criteria:	70 - Candidate has coursework in each of the three software packages and at least three months of applied experience using that software. OR has at least 6 months of experience using the software. 49430
* Required	

WARNING: This is an existing question and has been published. Any updates will be reflected on any exam this question is attached to. If creating a new question from this existing one, please copy the question first and then update the new question.

Answers		
#	Text	Weight
1	Your Answer	100 %

Weights total: 100.00 (This is the highest the applicant can score)

When you click on the “Copy” button, the following screen will pop up. Notice at the top of the screen there is a notation indicating that the question has been copied and the “Short Description” indicates that this is now a copy of the previous question.

[Main Menu](#) [Exams](#) [Questions](#)

Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Question copied

Update Exam Question	
Question:	Describe your specific training and experience using a personal computer and software for word processing, spread sheets and desk top publishing. * 3855
Type:	Paragraph *
Category:	Business, Administration, Education Agencies *
Short Description:	Copy of question # 10123
MQ Specialty #:	
Help:	Typically gained by formal training in each of the three software packages and at least three months of applied experience, OR if you have at least 6 months of experience using this software. If you have a degree in computer software. * 2635
Grading Criteria:	70 - Candidate has coursework in each of the three software packages and at least three months of applied experience using that software. OR has at least 6 months of experience using the software. * 49430

Answers		
#	Text	Weight
1	Your Answer	100 %

Weights total: 100.00 (This is the highest the applicant can score)

Update
Delete
Cancel
Copy

Add to Exam

Add New Question

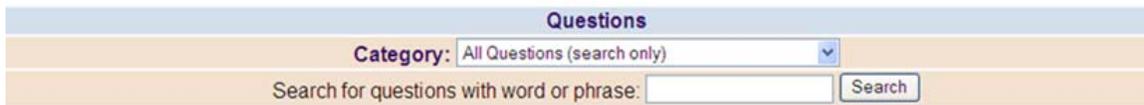
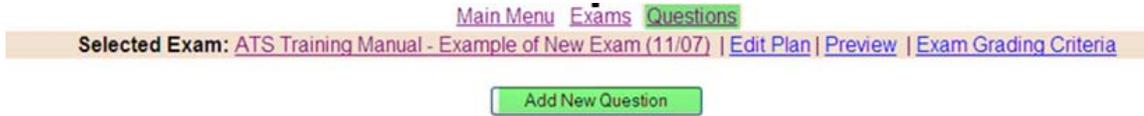
- After you have copied the question but before you make any changes to it, click on the Add to Exam button. This will bring up the Update Plan screen again to show you that the question has been added. Close this screen and then you can make any changes to the question that you feel are appropriate without affecting other exams that the original question has been attached to.
- If the change you want to make is in the question, click in the question box, make your changes, and then click on the update button. If the change you want to make is in the help section, click in that box, make your changes, and then click on the update button, etc. Remember to click on the Update button each time you make a change. This will ensure that all of your changes are saved.
- Also, since this is a copied question, the Help Statement and the Grading Criteria were developed for the original question. Remember to check both areas and make any changes that need to be made in order to match the revised question that you have developed.

Creating a New Question

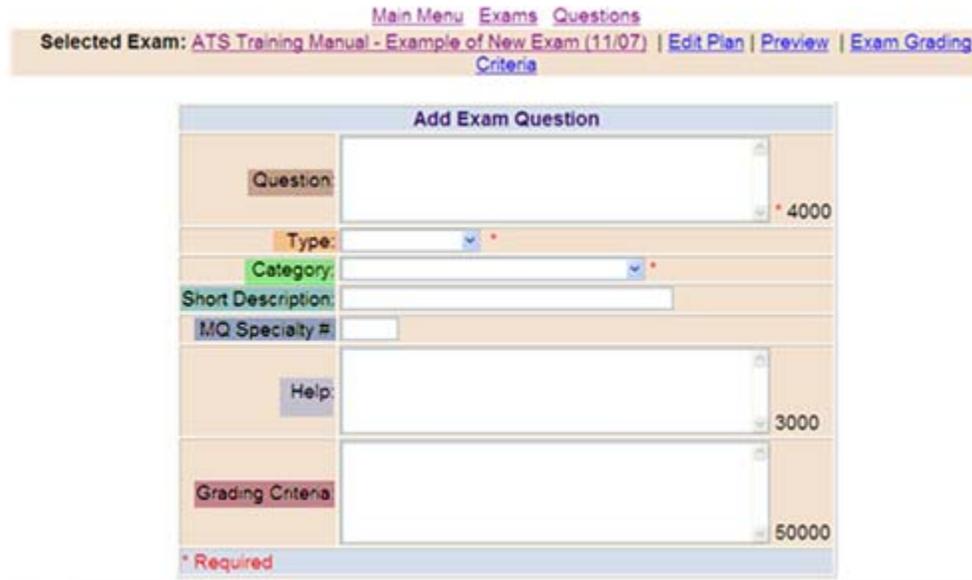
- After searching the data base and determining that there is not an existing question that matches your requirements, you can create a new question for your exam.

To do this:

- Click on the Questions button at the top of the page.
- Click on the Add New Question button.



- Clicking on the Add New Question button brings up the following screen. (This screen is blank when it appears.)



Add the question and then define the answer choices.

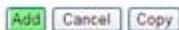


- To create your new question, fill in the following

- “Question”** - Type your question in this box.
- “Type”** - Click on the drop down button under “Type”. When the list of question types comes up, click on the type of question you want your question to be.
- “Category”** - Click on the drop down button under “Category”. When the list of categories comes up, click on the category you want your question to be under in the data base.
- “Short Description”** - Enter a brief statement about your question to help identify it when you are searching the database for that specific question.
- “M.Q. Specialty #”** - M.Q. Specialties are additional qualifications that may or may not be required for a specific position within that classification. Each specialty has a number attached to it to identify it as a Specialty and not a Minimum Requirement. This box is where you type in that identifying number.
- “Help”** - This box is where you type in the minimum or “70” level that is required to meet this minimum qualification question. The applicant will see this as a “Typically this background is gained through” statement when answering this question on the exam.
- “Grading Criteria”** - This box is where you type in the three levels of criteria (70, 85, and 100) used by the subject matter expert (SME) when scoring this specific question on the exam. (The SME System is covered under another section in this manual.)

- When you are finished creating your question, click on the Add button at the bottom of the screen. This will add your question to the data base but not to your exam.

Add the question and then define the answer choices.



- When you click on the Add button, the following screen appears:

[Main Menu](#)
[Exams](#)
[Questions](#)
[Exam Categories](#)
[Exam Types](#)
[Question Categories](#)
[Question Types](#)
[Scheduled Exams](#)

Selected Exam:
[ATS Training Manual - Example of New Exam \(11/07\)](#)
[| Edit Plan](#)
[| Preview](#)
[| Exam Grading Criteria](#)

Update Exam Question	
Question:	Please describe your experience working with the State of Idaho's Applicant Tracking System to include developing exams, job classifications, hiring lists, announcements, etc. * 3825
Type:	Paragraph *
Category:	Finance / General Professional *
Short Description:	created for the ATS Training Manual Example Exam
MQ Specialty #:	
Help:	Typically this background is gained through at least one year of experience working with the ATS system as an agency user creating announcements and hiring lists. 2838
Grading Criteria:	70 - One year of experience working with the ATS system as an agency user creating announcements and hiring lists. 85 - Two years of experience working with the ATS system as an agency user creating and 49418
* Required	

Answers		
#	Text	Weight
1	Answer - 1	0 %

Weights total: 0.00 (This is the highest the applicant can score)

- To add your question to the exam, click on the **Add to Exam** Button. This will bring up the Edit Plan screen which shows that your question has been added to your exam. After adding your question, close the Edit Plan screen. Your question will still be on the screen so you can now make updates and/or complete the question. In the **Answer Box** located at the bottom of the screen, leave the word **Answer** inside the box and delete the **-1**. In the **Weight** box a 0 will show up. Change this 0 to 100. This indicates that 100% of the score for this specific question is based on this one answer.
- After completing your question, at the bottom of the page, you will be able to see the Web View of your question (see example below). This is what the applicant will see when the exam is attached to an announcement and published.

Web View

Please describe your experience working with the State of Idaho's Applicant Tracking System to include developing exams, job classifications, hiring lists, announcements, etc.
 Typically this background is gained through at least one year of experience working with the ATS system as an agency user creating announcements and hiring lists.

Answer

General Information on Passing Points

Exam questions are created using minimum qualifications from a classification. The Subject Matter Experts (SME's) who helped determine those minimum qualifications would ideally be the ones you would confer with to develop your exam and they also have input into the weights of each question. Minimum Qualifications are created by determining which domains of a job are the most critical to getting the job done.

A major consideration in determining the weight of a question is the importance of that minimum in performing the duties of the job compared to all of the other minimums. You would have your SME compare the importance of each minimum qualification; weigh one against the other to determine which is most important.

The most important area needed to perform the duties of the job would get the highest weight.

The weights would typically add up to 100%. As you fill in the Points & Weights boxes, the system will automatically change the percentages.

Exam: ATS Training Manual - Example of New Exam (11/07)				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				
Business Team Agencies				
1	Describe how have you have gained some knowledge o...	0 %	0	Delete
Business, Administration, Education Agencies				
2	Describe your specific training and experience usi...	0 %	0	Delete
Communication				
3	How have you gained some knowledge of consulting a...	0 %	0	Delete
Finance / General Professional				
4	Describe your experience counseling employees on h...	0 %	0	Delete
MQ Specialties				
5	Ranking Item: This background is not required howe...	0 %	0	Delete
Finance / General Professional				
6	(1111) Specialty Area: ATS Experience Please de...	0 %	0	Delete

Min Score:

*Note: The numbers above will not be updated until the update button is clicked.