

2018

RECRUITMENT & SELECTION CATALOG

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OUR SERVICES

Employment Civil
Service Exams

Creative job
announcements
& advertising
options

Government
human resource
expertise

So is Wisconsin Personnel Partners

Managing human resources poses a unique challenge to public entities across Wisconsin. As government staffing specialists, we understand. And, we're ready to work with you to complement your human resource efforts in many useful ways.

Wisconsin Personnel Partners has been developing and providing Wisconsin's public sector with tools to assist governments evaluate applicants for employment and promotion.

Testing is just the starting point. We will commit to achieving compliance in your organization and satisfying your unique personnel needs -- no matter how your human resources department is configured.

THE BENEFITS TO YOU ARE:

Expertise and Insight -- With over 375 clients and over 70 years in government hiring, take advantage of our knowledge to ensure the right hire for your position. Our caring staff offer years of experience in the civil service hiring process.

Save Time and Money -- We offer testing for more than 100 positions; from accounting to law enforcement. By working with one trusted testing source, instead of four or five, your recruitments will be more streamlined and less stressful.

Consulting Services -- Need help finding candidates and making a successful hire the first time? We will work with you to bring you a wide range of timely, cost-effective, and up-to-date services at a fraction of the cost that the private sector charges.

- Publicize your vacancies
- Take advantage of our social media reach
- Customized Assessments
- Examination Services
- Pre-screened applicant pool
- Position descriptions



Exam Guidelines and Support Services

For over 70 years, Wisconsin Personnel Partners has been developing and providing Wisconsin's public sector with tools to assist governments evaluate applicants for employment and promotion. We can work with you to review and evaluate your selection process and discuss the kind of assessment tool that is most beneficial for the position you want to fill.

Our exams will help you understand more about the real knowledge, skills and abilities (KSAs) of your applicants. Wisconsin Personnel Partners has unique, job-related, content-valid exams.

PREVIEWING EXAMS

It is important that our exams match your job descriptions. You may preview exam content before agreeing to use our services.

We develop our exams using experts in the field to generate valid content. Still, since job duties for similar positions can vary, the exam user assumes final responsibility to determine the exam content fits your position. Previewing it first may provide the added comfort level you need.

EXAM SECURITY

We take exam security seriously to ensure our exam reliability. High security standards have been set in order to protect both our clients and their applicants.

Clients will be required to sign an Exam Security Agreement each time they request to use an examination. This agreement will be signed by anyone in the jurisdiction who sees the exam. The signers of the Exam Security Agreement agrees to:

- Keep examination materials secure at all times.
- Not allow potential examinees to review or inspect any examination materials.
- Not discuss exam material with anyone.
- Never duplicate of examination materials, in any form.
- Never falsify or obstruct examinations.

Clients are also required to sign an Exam User Acknowledgement Agreement which goes along with the Security Agreement. This will be signed by the Job Expert in the jurisdiction knowledgeable about the position and how the exam relates to it.



EXAMS CATEGORIES:

- Law Enforcement
- Correctional
- Fire Services
- Professional & Paraprofessional
- Office, Clerical & Customer Service
- Service & Maintenance

ADMINISTER EXAMS

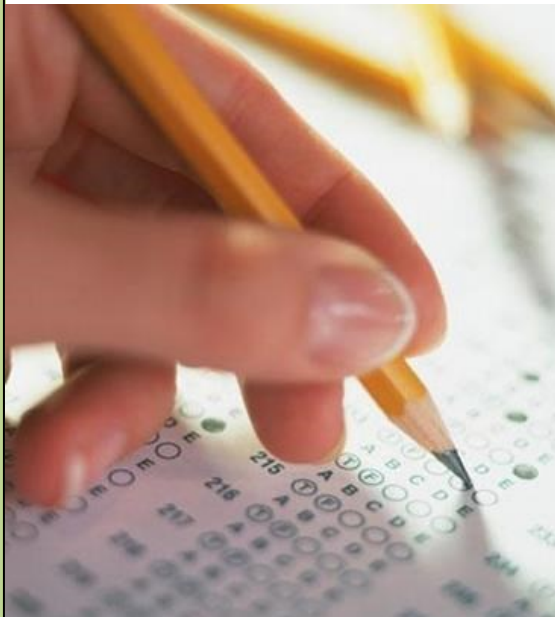
You have
complete control
over your testing
process.

Choose your own
location and the
time that is
convenient for
you and your
applicants

ADMINISTERING EXAMS IN YOUR COMMUNITY

Wisconsin Personnel Partners will work with you to administer exams in your own community. You choose the date and time that is most convenient for you and your applicants. You will have the advantage of setting your timeline to meet the needs of your organization. Using your own facility and proctor makes it more convenient for you and your applicants.

We provide all the information and guidance you will need to administer exams to your applicants. Then we take care of the scoring.



Placing Your Order

When Ordering please submit:

- Local Administration Order Form
- Applicant List Template
- Exam User Acknowledgement
- Exam Security Agreement

These forms are available online at wpp.wi.gov or email us at wpp@wisconsin.gov.

In order to process your request for testing, please submit an Local Administration Order Form and applicant list template available on our website. If you can't e-mail, fax it to us at (608) 267-1000. There are additional fees for orders that do not include applicant social security and email information.

The Job Expert agreement must be completed by the individual at your organization who understands the position requirements and has seen the exam to determine if it meets your needs. If you require a preview of the exam we will be happy to ship one to you for review.

The Security Agreement should be printed and signed by each person at your jurisdiction that will handle the exam during your recruitment process.

SCORING

Leave the Scoring to Us

Wisconsin Personnel Partners will take care of scoring for you. We will provide you with alphabetical and rank-ordered lists quickly after the exam. We strongly recommend a thorough review of the scores before making any hiring decision.

Releasing Scores to Applicants

Scores are released to the appropriate contact within your organization only. Wisconsin Personnel Partners does not release scores to individual examinees. Each jurisdiction must follow their own policies and procedures when releasing scores to applicants.

Passing Points

Wisconsin Personnel Partners has adopted a new process to establish recommended passing points for new exams. The process is systematic, widely accepted and legally defensible. You may, of course, set your own passing point at your discretion. You can decide how high you want to set the bar for your applicant pool giving you maximum flexibility over your selection process.

REUSE SCORES

Avoid the Practice Effect

The term Practice Effect refers to improving exam scores by taking the same exam again within a short period of time. The examinees are able to improve their score by recalling information from the recently taken exam, not because there has been growth or skill improvement.

When you administer an exam you want the best fit for the requirements of the position. Avoiding the practice effect will help ensure your examination results are an accurate measure of your candidates' knowledge, skills and abilities.

To avoid artificially inflated scores, Wisconsin Personnel Partners does not allow an examinee to take the same exam within a 6-month time period, or 184 days to be exact. We keep their scores on file and notify you of your reuse applicants. You get the scores of every reuse applicant at a discounted fee!

Exam Catalog

EXAM CLASSIFICATIONS

- Law Enforcement
- Correctional
- Fire Services
- Professional & Paraprofessional
- Office, Clerical & Customer Service
- Service & Maintenance

LAW ENFORCEMENT

Detective Investigator, 0767/040/203

*Average time to complete - 2 hours,
102 questions*

Knowledge of interviewing and interrogation techniques; gather evidence and obtain information; relevant laws, statutes and legal procedures; investigatory techniques.

Detective Sergeant, 0490/000/201

*Average time to complete - 2 hours,
100 questions*

Ability to handle evidence properly, including identification, collection and maintenance of physical evidence; ability to interview witnesses and suspects; knowledge of legal terminology and concepts; general knowledge related to police work; ability to effectively supervise subordinates, including training.



Chief Deputy Sheriff, 0428/000/201

*Average time to complete - 2 hours, 134
questions*

Knowledge of supervisory, administrative and managerial techniques and procedures including training, grievances, disciplinary actions and reading comprehension; knowledge of investigations and evidence collecting.

Entry Level Law Enforcement,

*0858/070/204 Average time to complete - 3
hours (+ 5 min OMB*), 134 questions*

Ability to observe and remember important details of a situation; make decisions; solve problems and exercise sound judgment in emergency and non-emergency situations; read, write and understand English effectively, including use of correct spelling, punctuation and grammar; maintain positive and effective relationships with citizens of the community; write logical, clear and concise reports, perform basic mathematical functions.

Law Enforcement Captain,

*0516/010/201 Average time to complete -
2 hours, 100 questions*

Knowledge of supervisory, administrative and managerial procedures including discipline and grievances; knowledge of training procedures; ability to read and comprehend what is read; general law enforcement procedures.

Exam Catalog

Law Enforcement Lieutenant,
0917/000/200 *Average time to complete - 2 hours, 120 questions*

Ability to supervise effectively, including training, performance evaluation, discipline; knowledge of effective public relations; general law enforcement.



Law Enforcement Sergeant,
0910/040/201 *Average time to complete - 3 hours, 172 questions*

Knowledge of laws, statutes and codes for criminal and civil situations; reading comprehension; public relations and communications; supervisory skills.

Sheriff's Sergeant, 0968/060/201,
Average time to complete - 2.5 hours, 139 questions

Knowledge of Wisconsin statutes, criminal and civil code; effective communication and reading skills; public relations; supervision principles, training techniques; investigative; evidence, victim witness interview techniques; legal terminology; jail supervision; knowledge of jail operations.



Telecommunications Operator,
0954/050/201 *Average time to complete - 2 hours, 117 questions*

Emergency response management, public relations, information gathering and analysis, written communication and computer knowledge.

Telecommunications Supervisor,
0963/040/200 *Average time to complete - 2 hours, 111 questions*

Personnel and fiscal management; analysis and reading comprehension; supervision; operations and computer competency.

CONTACT US

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Exam Catalog

Don't see an
exam that meets
your needs?

We will work
with you to
custom design an
exam to meet
your
requirements.

CORRECTIONAL

Deputy Sheriff Security, 1010/050/200
Average time to complete - 3 hours (+5 minutes OMB), 106 questions*

Ability to observe and remember critical or important details of a particular situation; reading comprehension, judgment; general office procedures; perform basic mathematical functions; read tables; and comparison skills.



Jail Officer, 0955/060/204
Average time to complete - 2 Hours (+5 minutes OMB), 125 questions;*
Ability to observe and remember what is observed; Judgment and reasoning, interpersonal relations, written communication, data compilation and analysis, and computer operations.

Jail Lieutenant, 0488/030/202 *Average time to complete - 2 hours, 85 questions*
Knowledge of the duties, responsibilities and authority of a jail supervisor.

Jail Sergeant, 0810/020/200 *Average time to complete - 2 hours; 100 questions*
Skills in communicating with a wide variety of people; ability to supervise staff, including training, disciplining, evaluating and handling grievances; skill in written communication; ability to read and comprehend English.

Jailer/Dispatcher, 0976/080/200
Average time to complete - 3 hours (+ 5 minutes OMB), 166 questions*
Ability to observe and remember what is observed; judgment; grammar; reading comprehension; map reading; communications skills; general office procedures; public relations; reading tables; mathematics; comparison skills.



Exam Catalog

FIRE SERVICES

Entry Level Firefighter, 0581/040/203

Average time to complete - 3 hours, 134 questions

Reading comprehension; analyze problems; perform mathematical functions; knowledge of basic mechanics.

Fire Department Captain, 0844/030/201

Average time to complete - 2 hours, 94 questions

Knowledge of technical fire fighting, fire and arson investigation procedures and fire related principles and procedures; administrative, managerial and supervisory techniques.

Fire Dept Chief, 0370/020/202 *Average time to complete - 2 hours, 116 questions*

Technical fire fighting knowledge; administrative, managerial and supervisory knowledge, skills and abilities.

Fire Dept Lieutenant, 0710/030/202

Average time to complete - 2 hours, 100 questions

Technical fire fighting knowledge/skills and supervisory knowledge.



Telecommunications Operator,

0954/050/201, Average time to complete - 2 hours, 117 questions

Emergency response management, public relations, information gathering and analysis, written communication and computer knowledge.

Telecommunications Supervisor,

0963/040/200 Average time to complete - 2 hours, 111 questions

Personnel and fiscal management; analysis and reading comprehension; supervision; operations and computer competency.

PASSING POINTS

Wisconsin Personnel Partners has a systematic, widely accepted and legally defensible method for establishing passing points.

You may, set your own passing point at your discretion.

You can decide how high you want to set the bar for your applicant pool giving you maximum flexibility over your selection process.

Exam Catalog

TIME LIMITS

The suggested time limit is based on the time it takes the average applicant to complete the particular exam.

PROFESSIONAL & PARAPROFESSIONAL

Social Services/Income Maintenance Worker, 0498/030/201 Average time to complete - 2 hours, 100 questions

Knowledge of basic social service needs and interviewing techniques; ability to compute basic income maintenance budget eligibility problems; knowledge of filing, grammar, clerical practices and procedures.

Veterans Service Officer, 0443/040/203 Average time to complete - 2 hours, 105 questions

Skills in interviewing, report writing, record keeping and filing; knowledge of military/veterans benefits and general terminology; ability to write letters and speeches; grammar and spelling; public relations and reading comprehension; basic math skills.

Veteran Service Officer Supervisor, 0444/050/203 Average time to complete - 2 hours, 142 questions

Knowledge of grammar, spelling, punctuation, report writing, letter writing, reading comprehension, ability to give and write speeches, public relations skills, office skills, military/veteran benefits and terminology; basic supervisory skills.

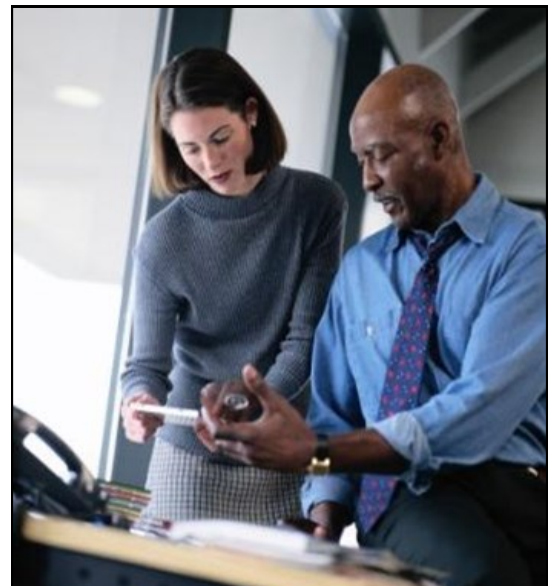
OFFICE, CLERICAL & CUSTOMER SERVICE

Office Clerical, 1011/060/200 Average time to complete - 2.5 hours, 109 questions
Accurately check and compare names and numbers; basic arithmetic, file and classify materials by following instructions; knowledge of grammar; read and comprehend what is read; ability to review and analyze information.

Clerical Dispatcher, 0953/050/200, Average time to complete - 2.5 hours, 93 questions

Ability to identify errors; mathematical skills; knowledge of filing systems; written communication and reading skills.

Court Clerk, 0675/050/201 Average time to complete - 2 hours, 105 questions
Knowledge of legal documents and terminology; legal procedures at the clerical level; court practices and procedures; records management; and reading comprehension.



Exam Catalog

SERVICE & MAINTENANCE

Custodian Lead Worker, 0974/040/200,
*Average time to complete - 2.5 hours,
127 questions*

Knowledge of operation and maintenance of custodial and related mechanical equipment; reading comprehension, written communication; job safety; lead worker principles.

Heavy Equipment Mechanic,
*0804/040/200 Average time to complete -
2.5 hours, 122 questions*

Knowledge of repairs and maintenance of gasoline and diesel engines; air and hydraulic brakes, motor vehicle electrical systems, steering, suspension, driveshaft and transmission systems.

**Laborer General, 0646/010/200 Average
time to complete - 3 hours, 136 questions**
Knowledge of safety practices, tools, small engines and machines, building maintenance, grounds maintenance and motor vehicle operation; ability to read and comprehend English effectively



Maintenance Mechanic, 0302/030/201
*Average time to complete - 3 hours 151
questions*

Knowledge of the function of and skill to, troubleshoot and recognize unsafe conditions of mechanical, electrical and hydraulic equipment; knowledge of plumbing and electrical systems, hand and power tools.

Parks and Grounds Maintenance,
*0985/040/200 Average time to complete -
2.5 hours 144 questions*

Knowledge of techniques, practices, methods, tools and equipment associated with greenhouse, nursery and grounds maintenance, upkeep and operation; basic equipment maintenance, including use of equipment and facilities; motor vehicle operations and regulations; routine vehicle maintenance; job safety; knowledge of chain saw operation, maintenance and safety.

PLACING AN ORDER

For exam orders please submit the following:

- Order form
- Applicant List Template
- Exam Security Agreement
- Exam User Agreement

Templates and instructions available at
<http://wpp.wi.gov>

Recruiting Services

SPECIALIZED SERVICES

1. Customized Exams
2. Publicizing Vacancies
3. Pre-Screened Applicant Lists
4. Writing Position Descriptions

RECRUITING

The staff at Wisconsin Personnel Partners are experts in providing local governments with recruitment tools to find and attract qualified candidates that are a good fit for you.

We will work with you to review and evaluate your selection process. We are committed to finding the recruiting method that is most appropriate for the position you want to fill.

We can help you to find candidates, or we can find them for you. We understand your government staffing needs and our services are priced competitively over the private sector.

PUBLICIZING VACANCIES

We offer a cost-effective method for publishing your vacancy on the State of Wisconsin's Wisc.Jobs website and social media sites.

Thousands of job seekers review job announcements on Wisc.Jobs, the state's primary method of announcing job vacancies. Unlike newspaper advertisements, you are charged a flat fee, not per line or letter. Provide as much pertinent job information as you would like; even links to your website.

You can provide us with your job announcement in final form, or we can help you write it. Your announcement will be posted on the website until your application deadline date. Open recruitments will be posted for a maximum of 3 months.

SOCIAL MEDIA

Now you can reach more candidates by promoting your open position on our social media sites. Wisc.Jobs has over 40,000 followers on its social media posts. Your job announcement could capture that audience when posted to Wisc.Jobs social media platforms.

PRE-SCREENED APPLICANT LISTS

Don't have time to test? Looking for applicants with specific skills or characteristics? Need currently qualified applicants? Let us help you. We can provide you with a list of applicants who already meet your requirements and are interested in working in your area.

Wisconsin Personnel Partners saves you time and money with our pre-screened applicant lists! Draw from our large pool of qualified applicants.



Consulting Services

CUSTOMIZED EXAMS

You may have a unique position which requires a unique solution. A multiple-choice exam may not meet your needs. Wisconsin Personnel Partners will work with you to custom design an exam that meets your requirements. We can

- Modify an existing exam
- Combine two or more exams
- Create a new exam

A position analysis is required when creating a custom exam to ensure proper exam content. Wisconsin Personnel Partners HR Consultants are experienced in conducting position analysis. We will work with your job experts to develop exam content and exam questions so that you can make the right hire for your unique position.

The level of required customization varies. Wisconsin Personnel Partners will work with you to decide the most economical, reliable and valid solution.

POSITION DESCRIPTIONS

Many HR managers find creating "position descriptions" to be a daunting task, Wisconsin Personnel Partners will work with you to turn this "problem" into opportunity.

We work with you to create new or updated descriptions for your organization

Filling a vacant position is an ideal time to re-evaluate your current position description. We will work with you to determine whether duties should be restructured or revised. We will gather the pertinent information and create an accurate working job description so you can take control of your hiring process.

- Applicant selection
- Employee training
- Performance appraisal
- Compensation packages

Leave the work to us and let us design your next position description.

Wisc.Jobs

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HAS GONE
SOCIAL!**

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• Twitter



• Linked In



Fees

LOCAL EXAM ADMINISTRATION FEE SCHEDULE

Service	Number of Applicants	Fee
Administration fee		\$55.00
Examination	1-100 applicants	\$15.50/ applicant
Examination	101-250 applicants	\$14.50/ applicant
Examination	251 + applicants	\$13.50/applicant
Re-use	Per applicant	\$9.00

Administrative Fee: There will be an administrative fee of \$55.00 for shipping, handling and administrative charges for each order.

Reuse Score: There will be a \$9.00 fee for any applicant that has taken the test within the past 184 day.

Minimum Administration Fee A minimum charge for exam administration, examinees and reused scores will be \$175.

Proctor Fees: For local units of government who prefer to have the exam administered in their own community by our proctor travel fees will be charged. There will be a fee of \$12.40 per hour from the time the proctor leaves home until the proctor returns home. An additional fee of \$0.51 per mile will be reimbursement. If a Wisconsin Personnel Partners proctor is not used, proctor fees are not charged

Using the Applicant List Template: You are encouraged to submit applicant lists utilizing the Excel template and e-mail it to wpp@wisconsin.gov. There will be a fee assessed for applicants not submitting via e-mail in the template.

WISCJOBS FEE SCHEDULE

WiscJobs Fee Schedule	
WiscJobs Service	Fee
WiscJobs post (up to 3 months)	\$140.00
Additional 3 months (before 1 st 3 month expiration)	\$35.00
Post to 1 social media platform (1 time)	\$25.00 each
Post to all 3 social media platforms (1 time)	\$35.00

SPECIALIZED EXAMINATION DEVELOPMENT FEE SCHEDULE

We will develop exams tailored to your specific job utilizing your subject matter experts. This service includes job analysis and validation report.

The base price for a 3 dimension exam is \$350, plus \$150 per additional dimension when utilizing questions from existing exams. The base price for developing new questions is \$350 plus \$225 per dimension.

If required, travel costs are additional. Actual costs will be billed, but will not exceed the following:

- Mileage \$0.51 per mile
- Hotel \$70 per night
- Meals: Breakfast \$8.00, Lunch \$10.00, Dinner \$20.00



PLACING AN ORDER

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