



OSE

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As you may know, the State Examiner is authorized by law to prepare and develop valid tests of fitness. LSA-R.S. 33:2492(4) and 33:2552(4) provide, as follows:

Tests may include written or oral questions, trials in the performance of work characteristic of the class, inquiries into facts relating to education, experience or accomplishments in specialized lines of endeavor, or any combination of these and other elements duly related to the purposes of tests.

The assessment of applicants' experience and training (E&T Rating) is considered to be an effective method of predicting future job performance, because they report past job-related experience and education. These assessments are based upon critical job requirements and competencies identified by subject matter experts (SME) through a job analysis, and are used to rate the amount and quality of the applicant's previous experience in performing the job-related tasks. Information about job-related experience and training is provided as a supplement to the completed application form. Ratings are generated through the use of benchmarks that are developed through consultation with the SME's during the test development phase.

In light of efficiencies gained, the OSE has determined that E&T Ratings will be administered as the selection procedure for certain competitive classes, restricted to situations deemed applicable by the State Examiner. For example, such a procedure may be used to establish an eligibility list when a new competitive class has been adopted, and a provisional appointment had been made to temporarily fill the vacancy. In the past, the civil service board typically allocated the provisional incumbent to the position of the new class; however, this practice was ended when research revealed that some form of examination was required.

The flow chart below explains the E&T Rating process. Except for the OSE sending the rating forms to each applicant and administering the test at an exam site, the process is the same for any other examination administered by the OSE.

