

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Writing Skills Test	
Subject: Examination Process	Revised: August 2004
CSC Rule: 7.02(b)	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\EXAMINATION PROCESS\Writing Skills Tests.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

Recently departments have been requesting written exams to supplement oral boards. When a department asks for such a written component, the following guidelines will apply:

First, determine if writing skills are really an essential part of the job. Do employees in this classification prepare written correspondence or reports regularly? Consultation with incumbents or their supervisors will help.

Make sure to write up the criteria on which the written exams are to be graded. If the written portion consists of an essay or narrative task, you should grade writing skills and content separately, so that one does not contaminate the other. Below is a set of guidelines used in one recruitment for grading both writing skills and content.

As an alternative to an essay or narrative, WRIB provides several areas of objective test items for writing skills. These multiple choice and True/False items also provide a good measure of writing skills.

CHIEF BUILDING INSPECTOR

Written Exam Scoring Criteria

50% Writing Skills

Grammar
Organization
Clarity

50% Content Quality and Technical Accuracy

Tact and diplomacy
Logic
Concise and to the point
Demonstrates an understanding of the problem