Technical Assessment Questionnaire Template, SOU, and Testing Certification

Part I: SME Developer/Statement of Understanding

Instructions: The subject matter expert developing the technical questionnaire should complete parts I & II of this document. The subject matter experts responsible for validating the technical questionnaire is responsible for completing part III.

SME Test Developer Name
Title/Series/Grade:

Title/Series/Grade of position being announced:

Statement of Understanding: I certify that test materials and answer keys will be kept confidential. I will avoid creating hard copies of test materials and answer keys. If hard copies are required, I will keep them secure and destroy when they are not in use. I certify that I am not applying for the subject position and will make all efforts to avoid inadvertently giving undue advantage to employees or persons who I supervise, mentor, and talk to. I will avoid disclosing to others that I am involved in the development of an assessment.

My signature below indicates that I have read and agree to the requirements outlined in the Statement of Understanding.

Part II: Technical Questions and Responses

Instructions: This template is used to develop a 5-7 question technical assessment questionnaire to measure an applicant's technical expertise. Maximum number of questions should not exceed 10 questions. Questions can be multi-choice/single-select (MCSS) and/or true/false (T/F). The title and ID number of all technical competencies will be displayed as *DOI Technical Competency ID: 64565* or *GOV Technical Competency ID: 72538* for the entire questionnaire and cannot be adjusted. Each technical question must be reflective of the competencies in the Job Analysis; needed upon entry and critical to the position; and appropriate for the grade level of the position. The technical questionnaire is a part of the complete recruitment package. It is recommended that multiple assessments be developed if the position is being recruited frequently. If announcing at multiple grade levels, at least one question must be identified as applicable to each grade level being announced. Please use the space provided below to annotate your questions and responses and noting the "correct response". Sample questions are included for reference. Additional space located for questions on the back of this form.

Part III:

SME Validation and Statement of Understanding: I have validated that the responses to the test questions identified are correct and certify that test materials and answer keys will be kept confidential. I will avoid creating hard copies of test materials and answer keys. If hard copies are required, I will keep them secure and destroy when they are not in use. I certify that I am not applying for the subject position and will make all efforts to avoid inadvertently giving undue advantage to employees or persons who I supervise, mentor, and talk to. I will avoid disclosing to others that I am involved in the development or validation of an assessment.

SME Validator 1 Name
Title/Series/Grade:

SME Validator 2 Name
Title/Series/Grade:

Optional space provided for question development:

Important notes: The SME developing the Questionnaire to Measure Applicant's Technical Expertise can be the hiring manager. Validation requires a minimum of two SMEs. The SME developing the assessment may not also document validation of the assessment. All SMEs involved in the development and validation of the Questionnaire to Measure Applicant's Technical Expertise must be at or above the grade level of the position being advertised. This assessment does not allow for a pass/fail cut-score and is different from the Job Knowledge Test which must be validated by an I/O Psychologist. Completion of this form is required as a part of the complete recruitment package.