



PERSONNEL POLICY 7

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EXAMINATIONS

Effective Date: May 3, 2012

SECTION 1. Nature and Types of Examination: The examination techniques used in the selection process shall be impartial, of a practical nature, and shall relate to those subjects which fairly, without discrimination or favoritism, measure to execute the duties and responsibilities of the classification to which they seek to be appointed. When utilized, examinations shall fairly test the qualifications of the candidates. The examinations may be utilized at any step in the employment process (i.e., before, during, or after formal interviews are conducted).

SECTION 2. Promotional Examinations: Promotional examinations may be conducted whenever necessary in the opinion of the Town Manager. Only employees who meet the requirements set forth in the promotional examination announcements may compete in promotional examinations.

SECTION 3. Notification of Examination Results: Each candidate in an examination should be given notice of the results whenever practical. In any event, only the applicant's own score or result shall be given the individual candidate.