

## Applicant Resource – Exam Process

- Civil Service Board Rule 4.7 requires the City of Sacramento to administer an examination as part of the selection process for all civil service classifications. The intent of the examination process is to equitably measure a person's aptitude to perform the job. The City's examination process is designed to be fair and consistent to provide equitable opportunities for all applicants.
- Exams are based on the knowledge, skills, and abilities needed to perform the essential duties of a position, which are listed in the [classification specification](#).
- Information about the type of examination required for a classification can be found in the Selection Procedures of the job posting.
- Exam Types
  - Oral Examination
    - Oral exams are structured similarly to an interview. There is a panel of Subject Matter Experts that ask candidates a predetermined set of questions. The panel has no background knowledge on the applicant, and they are not able to ask any follow up or clarifying questions. The subject matter expert rates the applicant on their responses to the questions. All applicants are asked the same questions, rated against the same rating criteria, and reviewed by the Subject Matter Experts.
  - Performance Examination
    - Performance exams are used for classifications that have a higher level of physical skills required for the job. These exams are comprised of multiple stations where the applicant will perform tasks or exercises to demonstrate their knowledge, skills, and abilities. All applicants are asked the same questions, rated against the same rating criteria, and reviewed by the same proctors.
    - *Screen to Most qualified (CSB Rule 4.9(h))*
      - *Human Resources has the option to screen an applicant pool down to the most qualified applicants. This is typically used to narrow the applicant pool for performance exams in which testing a large number of applicants may impact City operations. Candidates who are City employees on the closing date of the examination announcement shall be exempt from this process.*
  - Training & Experience Examination
    - A training & experience exam is a systematic method used to assess previous experience, education, and training information provided by applicants. The training & experience exam appears as supplemental questions at the end of the application. All applicants will be required to provide responses to the questions during the application submittal process. All applicants are asked the same questions and rated against the same rating criteria.
  - Multiple-choice/Online Examination
    - A multiple-choice exam typically consists of 40 to 100 multiple choice questions. Each question contains one best possible answer and several conceivable but incorrect answers. The applicant must select the best possible answer to each question. Multiple choice exam can be used to assess various levels of learning outcomes, from basic recall to application, analysis, and evaluation. If an online exam is required as part of the selection process, applicants are required to take the exam prior to the final filing deadline or posted cutoff date listed on the job posting they are applying to. *These exams are currently reserved for public safety classifications only.*

**Recruitment and Examination Process**  
**(Applicant Perspective, Civil Service Classifications)**

