



RATING OF EXAMINATION AND/OR TEST

PM-14-21

Section: 14-00, EMPLOYMENT

All entry-level and promotional examinations utilized within any Division of City of Memphis Government must be reviewed and approved in advance of administration by the Director of Human Resources or designee. It is imperative that no Division of City of Memphis Government administer any type of test, written, skills/performance, oral, etc., that has not been previously approved by the Division of Human Resources.

The Director of Human Resources or designee will ensure that professional techniques and procedures are utilized in rating the results of examinations, as well as other parts of the entry-level or promotional process, in order to determine the final ranking of candidates. Based upon the examination results, the Director of Human Resources or designee will prepare an Eligible Register of Candidates indicating the names of candidates who have met all minimum requirements for eligibility for hire or employment.

The results of the ratings from the competitive employment examinations will be held in the records of the Division of Human Resources for a period of time as deemed appropriate by the Director of Human Resources or designee, or as mandated by federal law.