

Chapter Pers 3

PREPARATION AND USE OF EMPLOYMENT
REGISTERS

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Pers 3.01 Maintenance of registers. The director shall endeavor to maintain adequate employment registers for all classes of positions for which continuous need for eligibles is expected; and, for other classes no examinations need be held unless and until a vacancy exists or is about to occur.

Pers 3.02 Consideration of qualifications. No applications shall be rejected because the applicant has not completed specified formal academic training, except where such educational qualifications are necessary for registration to practice law, medicine, engineering, or other professional or scientific services or where such educational requirements are set up as standards by agencies making grants-in-aid or otherwise contributing to the state programs.

Pers 3.03 Requirements for filing. No applicant, unless he meets the requirements with reference to citizenship and residence and has filed an application for a scheduled examination in due form on or before the last date for filing clearly showing that he meets the requirements as set forth in the announcement, shall be admitted to the examination. The director may refuse to examine an applicant, or after examination to certify an eligible, who is later found to lack any of the requirements established for the examination for a given position or employment or to whom any of the provisions of section 16.13 (1), Wis. Stats. may be found to apply.

Pers 3.04 Extension of filing dates. In the event that a sufficient number of qualified applicants fail to apply for an examination, the director may extend the date for filing of application or cancel the examination.

Pers 3.05 Notice of ratings. All persons competing in any examination shall be given written notice of their final earned rating or of their failure to attain a place upon the register. The test papers resulting from the work of any applicant in any examination shall be held by the bureau as official records as prescribed in section 16.05 (2), Wis. Stats. Any person who has taken an examination, or his duly authorized representative, shall be permitted to inspect his test papers and the results of his test and the method by which the ratings were determined, upon written application presented in person or by his duly authorized agent at the office of the bureau in Madison during regular office hours with the exception that a person may not

inspect his test papers during a 30 day period immediately preceding the date on which he is to write an examination for the same classification or for a classification in the same series. Reports on character and of other investigation by the bureau, however, shall be kept confidential. Inspection of test papers and records shall not be permitted until after the grading of the total examination has been completed by the bureau.

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