



## MEMORANDUM

**DATE:** October 05, 2009

**TO:** All State Departments

**FROM:**   
Terry Silva, Chief  
Merit Operations Division

**SUBJECT: STAFF SERVICES ANALYST – LIFE EXPERIENCE QUESTIONNAIRE (LEQ)**

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In July 2007, the State Personnel Board (SPB) implemented a revised open on-line examination for the Staff Services Analyst (SSA) classification. The revised examination consists of a Life Experience Questionnaire weighted 100%.

The SPB revised the SSA examination to improve access and expedite the examination process. The current test is available 24 hours a day, 7 days a week. Candidates who are successful in the examination are placed on the SSA employment eligibility list on a daily basis.

As we approach our two-year anniversary of utilizing this testing process for the SSA, we want to evaluate this testing tool to ensure that it is meeting Department hiring needs.

The SPB has developed a short on-line survey for departments to complete. We are requesting that hiring Supervisors/Managers review and complete the survey questions. Please forward this message and the survey link to all hiring Supervisors/Managers within your department who utilize the classification of SSA, requesting them to complete it within the given timelines. The survey takes approximately 10 minutes to complete. The feedback we receive will assist us in determining if the current method of testing has provided departments with a qualified candidate pool for recruitment or if this current process needs to be changed to better meet department's recruitment needs. Your input is valuable so please take a few minutes to complete our survey. You will receive a report of our findings once our evaluation of this examination has been completed.

Survey Link: [http://www.surveymonkey.com/s.aspx?sm=M24vC6PAcw9KK3ZIAz3\\_2b4w\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=M24vC6PAcw9KK3ZIAz3_2b4w_3d_3d)

Thank you for your time and participation.