

3900.4500 ASSESSMENT OF APPLICANTS.

Subpart 1. **Determination of qualifications.** The commissioner shall decide the appropriate scientific techniques and procedures to be used to assess whether applicants meet the minimum and preferred qualifications of the position. The commissioner shall set the minimum qualifications for the position considering the requirements of the class and the position. The commissioner may require applicants to obtain a minimum rating on each assessment part in order to receive a final passing rating or to pass all preceding assessment parts in order to be rated on the remaining parts of the assessment process. Veteran's preference will be assigned according to Minnesota Statutes, section 43A.11, and applied only after an applicant has met the minimum qualifications of the position.

The commissioner may revise the minimum qualifications of a position by providing public notice of the changes. Applicants who have already applied will be re-evaluated based on the new qualifications. The appointing authority shall also reconsider applicants whose applications were received in the resume database based on the revised qualifications.

Subp. 2. **Frequency of access to assessment methods.** To protect the security and validity of an assessment method, the commissioner may refuse to allow an applicant to retake an assessment when the applicant has taken the same assessment within the preceding six months. In deciding whether to let an applicant repeat an assessment, the commissioner shall consider the type of assessment questions involved, the effect of memory and practice, the availability of unassessed applicants, and other circumstances regarding the assessment, the needs of the agency, and situations of individual applicants. If the same assessment is used more than once within a six-month period for the same or a different classification, applicants who have been refused the opportunity to retake the assessment because of a six-month prohibition will be considered based upon their results obtained on the previously taken assessment.

Statutory Authority: *MS s 43A.04*

History: *30 SR 807*

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