



**PERSONNEL BOARD OF JEFFERSON COUNTY**

2121 8<sup>th</sup> Avenue North, Suite 100  
Birmingham, AL 35203

September 5, 2006

The Personnel Board of Jefferson County (PBJC) will be having two assessment center opportunities in October. In order to accurately and effectively assess the candidates' performance in these selection processes, the PBJC is recruiting graduate students who are enrolled in **Industrial/Organizational Psychology, Human Resource, or Organizational Behavior** Master and/or PhD programs or individuals that have employee selection assessment experience to assist in the final assessment of these candidates.

The first assessment center will evaluate candidates' performances on structured interviews and work samples from Friday, October 13<sup>th</sup> to Monday, October 16<sup>th</sup> for the Personnel Analyst, Fire Prevention Inspector, Medical Clerk, Communications Operator, and Guard classifications. The second assessment center will evaluate candidates' performances on structured interviews and work samples from Friday, October 20<sup>th</sup> to Monday, October 23<sup>rd</sup> for the clerical series classifications of Legal Secretary, Administrative Assistant II, Administrative Assistant III, Administrative Assistant IV, and Administrative Coordinator.

The success of our process hinges on our ability to recruit highly competent individuals to assist in this assessment. Although we are unable to monetarily compensate the assessors that we recruit to assist in this process, the assessment does provide a number of other benefits to individuals who graciously agree to volunteer. Such benefits include:

- the opportunity to assist a governmental agency and to closely observe and learn about various selection processes and assessment centers;
- extensive training on employee selection assessment;
- valuable applied experience serving as an assessor for a variety of jobs;
- the opportunity to meet, work, and interact with a variety of individuals in similar areas of study from around the country, while at the same time enjoying the sights and culture of Birmingham; and
- all expenses paid by the PBJC for travel related to the assessment, including transportation (airline and/or mileage to and from Birmingham), lodging, and meals.

If you are interested in participating in one or both of the assessment centers and in gaining valuable applied experience in the field of employee selection by assisting the PBJC or if you have any questions regarding this process, please contact Jamie Koladish at (205) 279-3572. Also, to expedite this process, interested individuals should complete the attached Assessor Information Form, and fax it to (205) 279-3573 or (205) 279-3410 or email it to [koladishj@pbjcal.org](mailto:koladishj@pbjcal.org).

Thank you in advance for your assistance with this process. Please feel free to forward this email to individuals who may be interested. Thank you for your time and consideration.

Sincerely,

Jamie Koladish