

If you have already received and responded to this request, please disregard this email.

I am writing to you on behalf of the Personnel Board of Jefferson County (PBJC) in Birmingham, Alabama regarding our upcoming selection procedures for the positions of Heavy Equipment Operator, Construction Equipment Operator, Skilled Laborer, and Parole and Probation Aide. The PBJC is an independent government agency that provides human resource services under the provisions of a Merit System to 22 jurisdictions within the boundaries of Jefferson County. These jurisdictions include multiple municipalities as well as county government.

Approximately 500 individuals will go through the Assessment Centers; which will serve as the primary selection procedure, for the positions listed above. The assessment centers permit individuals to demonstrate their knowledge and competence related to these jobs through a variety of selection processes, including structured interviews and work samples.

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, Human Resource, or Organizational Behavior** Master and/or PhD programs or any individual that has employee selection assessment experience to assist in the final assessment of these candidates. We are currently accepting applications listed below:

April Assessment

Assessment Dates: Sunday, April 3, 2016 – Friday, April 8, 2016

Deadline for Applications: Monday, March 7, 2016

Notification of Acceptance: Friday, March 11, 2016

Travel to Birmingham will be required on Sunday. Assessors will receive training beginning at 8:00am on Monday regarding the assessment process, and scoring will take place from Tuesday through Friday.

The success of our process hinges on our ability to recruit highly competent individuals to assist in this assessment. Although we are unable to provide a stipend to 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 gaining valuable applied experience in the field of employee selection by assisting the PBJC please access this website www.pbjcsme.org to complete the assessor information form. If you have any other questions or concerns please feel free to contact me at Becky.Lopez@pbjcal.org or 205-279-3562. Thank you in advance for your assistance with this process.