



MANAGEMENT POLICY

DATE: November 6, 2020 **No. 2020-013**

TO: All Mission Employees, All Agencies

FROM: Sue E. Ostrem, Management Counselor

SUBJECT: Post Pre-Employment Testing Policy

REFERENCES: 13 FAH-1 H-230

Purpose and Scope

This Policy Aid applies to the Department of State and all agencies who signed the Department of State's [MOA for PSA](#). This Policy Aid applies to all applicants for employment with the U.S. Mission in Haiti.

Vacancy Announcements (VA)

Pre-employment tests for any languages or skills are based on the minimum requirements identified in the Position Description (PD) and stated in the Vacancy Announcement (VA). Human Resources (HR) verifies that these language and skill levels are reasonable and aligned with the position's duties and responsibilities.

If post is planning to test language or any other specific skills, such as typing, the VA will state, "This may be tested." Testing will be applied and managed equitably. If HR tests one eligible and qualified applicant for a specific skill, HR must test all eligible and qualified candidates for that same skill.

Language skills are determined based on the following proficiency levels and stated in the VA:

- Level 0 (No Competency)
- Level 1 (Rudimentary/Basic)
- Level 2 (Elementary Proficiency/Limited)
- Level 3 (Good Working Knowledge)
- Level 4 (Advanced Proficiency)

Testing External candidates

All external candidates must test for the required language(s) and skill(s) if the VA states “This may be tested.” This includes former employees of the Mission.

Testing Internal candidates

Internal candidates are not required to test unless the skill or language levels of the VA are higher than the level of the employee’s current position.

What Language Levels do we test?

Applicants may not substitute education, or a degree in language studies, in place of the testing requirements. For example, if an applicant obtained a Bachelor’s Degree in English in the U.S. they are still required to be tested in English.

Speaking Proficiency

Post will test for Local Language and English for MClass 4 (Advanced Proficiency) and MClass 5 (Professional Translator/Interpreter).

In testing for MClass 3 (Good Working Knowledge) for local language and/or English, the Hiring Official/Section may indicate in advance whether applicants should be administered a written language test prior to the interview.

Alternatively, the Hiring Official/Section may choose to use the interview to test speaking proficiency at the required MClass 3 level.

Post will use the interview to test speaking proficiency for MClass 2 (Limited Proficiency) and below during the interview process, in accordance with Department-provided guidance.

English Language Testing

Post uses the Cambridge-Michigan Test (CAMLA) online (un-proctored).

Writing Proficiency

When required, writing proficiency tests must be administered before the interview.

Other Skill Tests

When required, other skill proficiency tests must be administered before the interview (e.g., typing, keyboard skills, computer applications, medical knowledge, other skill-specific testing).

Conducting Tests

Access to the test materials will only be given to HR staff. HR will not share the content of the test materials with internal or external candidates or anyone else that does not have a legitimate need to know.

At the testing site, proctors will maintain a clean testing environment. Test takers are prohibited from bringing in cellphones, other electronic devices, or dictionaries to the testing room.

The test (whether for language, typing, keyboard skills, or other skill tests) is standardized and administered in the same way to all candidates, although some variation may result if an applicant with a disability needs assistance or an accommodation because of his/her disability. If an applicant for employment requests assistance or an accommodation because of a disability, HR should be informed immediately. HR or the Subject Matter Expert (SME) conducting the test will confirm the applicant understands the instructions completely before beginning the test.

Post does not recognize or accept certifications from any other local or online testing services in lieu of testing by the HR staff.

Test Materials

For all tests, HR will retain all applicants' test scores for 52 weeks.

For applicants selected for a position, all testing materials and scores become part of their application package and are kept in their permanent employee file.

Test Validity

Results from tests administered by post HR, or the appropriate SME in an office or agency under COM authority are valid five years from the date the test was administered, except as noted.

New testing may be required sooner because of licensing, certification, or other agency or host country requirements (e.g., firearms/weapons, medical, computer applications, other skill-specific testing).

Language **scores at the FSI 4 level or higher are valid indefinitely**. Re-testing is not required in a language in which an individual has previously achieved an FSI-tested proficiency of S-4/R-4 or higher.

Re-Testing

Applicants for a position may request to re-test 6 months from the date of the previous test. However, HR, in consultation with the supervisor, has the discretionary authority to re-test candidates more often within this period, as long as the selection process continues to be conducted equitably without the appearance or perception of favoritism of any candidate. HR will make the final decision on whether the re-test will be conducted. This may NOT be appealed.

For any questions regarding this policy, please contact the Human Resources Office.

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