

Wisconsin Human Resources Handbook

Chapter 200

Establishing Reuse, Retest, Registrant Eligibility Periods and Register Expiration Dates

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Sec. 200.010 Introduction

The persons who create exams and registers must establish reuse, retest, registrant eligibility periods, and register expiration dates. This chapter outlines the differences among these areas and important factors to consider when establishing these timeframes.

Sec. 200.020 Statutory and Rule Authority

1. "Subject to par. (b), the term of eligibility on original entrance and promotional registers is 6 months and thereafter the register expires but may be reactivated by the administrator for up to 3 years from the date of the establishment of the register . . ." s. 230.25(3)(a), Wis. Stats.
2. "The administrator may allow a register to expire after 3 months, but only after considering the impact of such an action on the policy of this state to provide for equal employment opportunity and to take affirmative action, as specified in s. 230.01(2) [<http://www.legis.state.wi.us/statutes/01Stat0230.pdf>]." s. 230.25(3)(b), Wis. Stats.

Sec. 200.030 Definitions

The following are definitions of terms used in this chapter:

1. **Cognitive Exam:** A "knowledge" test or other test of mental ability, e.g., multiple-choice, true/false, and essay exams. The exam must be proctored and monitored for security reasons.
2. **Non-Cognitive Exam:** An exam that is generally experience- and training-related and allows applicants to apply and test from home, e.g., Training and Experience Assessment (T&EA), Objective Inventory Questionnaire (OIQ), etc. The exam is not administered in a secure environment.
3. **Test Date:** The date when an examination is administered. In situations where the applicant completes the examination at home, the examination date is the applicants' deadline for submission of application materials.

Sec. 200.040 Retest Waiting Period

1. The retest waiting period is set at exam creation in the *WiscJobs Exam Master*. It is the timeframe, *from the test date*, that an applicant must wait to retake an exam. This timeframe will be three months to three years for cognitive (proctored) exams and zero days to three years for non-cognitive exams. (See section 200.070 of this handbook chapter for policy information regarding setting a register at three months.)
2. For cognitive (proctored) exams, the retest period should be set for a long enough period of time to prevent an applicant from “learning the test.” However, when administering an Objective Inventory Questionnaire or Training and Experience Assessment for continuous recruitment, set the retest waiting period at zero to allow the applicant to update their education or experience at any time. If the retest waiting period is set for more than zero, the applicant will not be able to update the information until the end of the period.

Suggested retest waiting periods:

- For an OIQ, T&EA, and some essays, set it to zero months.
- For multiple-choice and some essays, set it to a minimum of three months.

3. Do not set a retest waiting period for random-ranked registers because no exam is given.

Sec. 200.050 Reuse Time Period

1. The reuse time period is set at exam creation in the *WiscJobs Exam Master*. It is the timeframe, *from the test date, during which an* applicant’s score can be used in place of taking the exam again. The purpose of this period is to allow the applicant to express interest in remaining on a register or to be considered for other registers that may be established from the same exam. The reuse period for cognitive and non-cognitive exams can be anywhere from three months to three years. —

Suggested reuse time periods:

- For one-time use exams where the register will be used only once, set it to six months to one year.
- For continuous recruitments, set it to six months to three years.

2. When the reuse time period is exceeded, the applicant must take the test again.
3. The reuse time period should normally be greater than, or equal to, the retest waiting period. If it is shorter, an applicant may be inactivated on a register and will not have a way to get back on the register.

Example:

- The reuse time period is three months.
- The retest waiting period is six months.
The applicant does not reuse their score to get back on the register within three months of taking the exam. However, the applicant must wait six months to retest. For the period between three and six months, the applicant has no way to reactivate himself/herself on the register.

4. Applicants interested in reusing their score will have to submit a reuse application. The applicant may continue to submit reuse applications until the end of the reuse time period. In some cases, the applicant may not have to wait until the exam is given again to submit a reuse application. Applicants should be informed of the reuse standards for the recruitment through the examination results notices and/or the announcement.
5. Applicants may become inactive from a register, but can submit a reuse application to become active again as long as he/she is within the reuse time period. Applicants will become active again when scores are integrated into the register. Applicant inactivation will take place when an exam is given and scores are integrated, or during a scheduled batch job, which will be run every week for the purpose of inactivating

applicants.

6. An applicant may submit a reuse application to continue to remain active on a random-ranked register.
7. In order to reuse a score, the exam cannot change. If an exam does change, the applicant must retest. This should be noted in the job announcement. (A change is considered any modification to the exam that changes the passing point/score or modification to the exam content.)
8. Job announcements, both in the *WiscJobs Current Employment Opportunities* paper copy and on-line, must contain information for the applicants on whether they can reuse their score from past administrations. The person who enters the job announcement into WiscJobs is responsible for ensuring that this information is included.

Sec. 200.060 Registrant Eligibility Period

1. The registrant eligibility period is set at register creation in the *WiscJobs Register Summary Edit*. It is the timeframe, *from the on-register date*, that an applicant will remain eligible. It can be from three months to three years. The default is six months.
2. An applicant may submit a reuse application prior to the end of the eligibility period to ensure uninterrupted eligibility on the register. The registrant eligibility period will be extended upon receipt of an applicant's reuse application.
3. When the applicant passes the eligibility period, the applicant will become inactive on the register. He or she must "reuse" or "retest" to become active.

Suggested registrant eligibility periods:

- For one-time use registers, set it to the life of the register, i.e., the same as the expiration of the register, or longer (if it's necessary to extend or reactivate the register).
- For continuous recruitment registers, set it to the time period after which you want them to go inactive and require the applicant to do something to indicate he/she is still interested, i.e., reapply, reuse, or retest.

WISCJOBS The State of Wisconsin's Employment Source Log Off

Home Applicants Job Anno's Exam Register Cert Approvals Maintenance WISCJOBS Editor WISCJOBS Inputs Reports Help

Register Summary Edit

Register Number: 08501 518 0200016 Exam: Trust Funds Specialist-shortened

Class, Ext., JAC: [] Register Title: new TFS register

Sub-Title: [] Score Criteria: default scoring criteria for mock TFS exam

Creation Date: 10/2/2002 Organization: 515 - Employee Trust Funds, Dept of Search

Expiration Date: 10/02/2003 Example: 01/01/2002 HR User: Hermosillo, Cerry Search

Status: Approved Random Rank: No

Status Date: 10/2/2002 10:22:44 AM Scored: Yes

Reg AOC: Open Banded: No

Registrant Eligibility: 6 MONTH Auto Suspend: No

Inactive: No

Save Register Register Stats

Registrant Eligibility Period

Sec. 200.070 Register Expiration Date

1. The register expiration period is set when a register is established. It is the timeframe, *from the register creation date*, that a register will remain active. This period of time is set when a register is established and the “expiration date” is set by the HR specialist creating the register. It can be from three months to three years.

Note: Approval is needed to set the expiration period for anything less than six months. See #3 below for more information.) The default is six months.

2. The “Expiration Date” in WiscJobs should be left blank for continuous recruitments.
3. Previous law required that agencies maintain an employment register for at least six months, but it could be extended for up to three years. The law which went into effect July 5, 1998, allows employment registers to expire in three months. In deciding whether to let registers expire after three months, the DMRS Administrator must consider the impact of such action on equal employment opportunity/affirmative action (EEO/AA).

The permissive flexibility to allow a register to expire in less than six months improves the hiring process for jobs where turnover among applicants is high and where it is difficult to find enough interested candidates on a register before the initial six-month period expires.

4. Agencies wishing to use the flexibility of setting a register life at anything less than six months, must send a written request to the DMRS Staffing Specialist, being sure to address EEO/AA concerns. Agencies with staffing delegation agreements must receive approval the first time they propose to set a register life of less than six months.

Example: Agencies should indicate the extent to which the current register is depleted of qualified candidates in general and AA target group members in particular; the extent to which a fresh recruitment might be expected to enhance the candidate group in general and target AA group members in particular; the extent to which a fresh recruitment will serve legitimate AA Plan goals, etc.

The screenshot shows the 'Register Summary Edit' page in the WISCJOBS system. The 'Expiration Date' field is set to 10/02/2003 and is highlighted with a red box. An arrow points from the caption 'Register Expiration Date' below to this field. Other visible fields include: Register Number (08501, 518, 0200016), Exam (Trust Funds Specialist-shortened), Register Title (new TFS register), Status (Approved), and Registrant Eligibility (6 MONTH). The page also features a 'Save Register' button and a 'Register Stats' button.

Register Expiration Date

5. See *Wisconsin Human Resources Handbook* Chapter 204-Examination Scoring & Register Establishment for more information regarding establishing a register.

Sec. 200.080 Examination Results Notice

1. Different versions of the Examination Results Notices will exist in WiscJobs, which will allow agencies to provide the applicant with as much information as necessary regarding:
 - a. the length of time that the applicant will remain on the register.
 - b. the length of time the applicant's score will be active.
 - c. the earliest date the applicant can retest.
 - d. the time period during which an applicant can reuse his/her score.
2. The exam creator will have the flexibility to decide what information should be included on the Examination Results Notice because there will be situations where all dates do not apply.

Example: The reuse time period and retest waiting period should be shown on the results notice only when they are needed, i.e., continuous recruitments, cognitive exams, etc.

3. The information provided on the Examination Results Notice will also be available in the applicant's *WiscJobs Job Cart*. The applicant will know, at any given time, if he/she is active on a register, is eligible to retest, or is within the reuse period.

Sec. 200.090 Considerations

1. When an application is entered for an announcement in WiscJobs, the system will check the type of exam being given, whether the applicant took that exam in the past, and the retest/reuse dates established when creating the Exam Master. WiscJobs uses this information to determine whether or not it will accept either a reuse application or a new test score.
2. For cognitive exams, reuse applications must be postmarked no later than the day before the test being given. There may be situations where mail delivery is delayed and an application is not received prior to integrating the exam scores. When this delay occurs (i.e., the application was postmarked prior to the test center), the application will be processed upon actual receipt by the agency. However, any certifications generated prior to integrating the applicant's reuse score will not be modified.
3. There may be situations that warrant cancellation or changes in the reuse, retest, or the registrant eligibility periods after a register has been created. When this occurs, all applicants must be notified of the change(s).

Sec. 200.100 Administrative Information

This is a new handbook chapter. It did not previously exist in the *Wisconsin Personnel Manual*. The chapter was modified in May 2003 to reflect the current policy on processing reuse applications that are received late due to delayed mail delivery.