

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

March 17, 1989

HUMAN RESOURCES MEMORANDUM 3-89

TO: All Agency/Department Heads/Personnel Officers/
Directors of Administrative Services

SUBJECT: Change in Typing Performance Testing Procedures for
Selected Classifications

The purpose of this memorandum is to supersede Human Resources Memorandum 1-88 which established an agency requirement to administer a standardized typing test to candidates on the registers for Clerk Typist I, II, and III classifications.

Effective March 20, 1989, the rules regarding typing performance testing in effect prior to Memorandum 1-88 will be reinstated.

Test Administration

If a typing test is administered to candidates interviewing for a Clerk Typist I, II, or III position:

- a. All candidates interviewing for the position (transfers and demotions included) must be given the same test.
- b. Agencies may elect to use the standard typing test issued by the Bureau of Human Resources

or

Agencies may develop an in-house typing test that is specifically related to the position being filled.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY FOR DISTRIBUTION NEEDS