

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: January 23, 2024

Locator No. DPM-0617-MRS

Subject: Abolishment of the Selection Assessment Strategy (SAS) form

The purpose of this bulletin is to provide notice the Selection Assessment Strategy (SAS) form (DOA-15536) has been abolished and is no longer required to complete as a part of the recruitment and selection process. **This bulletin is effective immediately and will expire upon publication of new versions of Wisconsin Human Resources Handbook Chapters 104, 176, 202 and 212 that reference the form.**

The SAS form was required to document the assessment and selection strategies and other related decisions for permanent classified recruitments. An in-depth analysis revealed the information required on the SAS is already documented by other means, including electronic databases (e.g., TAM), email correspondence, and other documents prepared and saved electronically by human resources staff and maintained in the recruitment file. To reduce redundancy in documentation and enhance efficiency of the overall recruitment process, the requirement to complete the SAS is removed, effective on the date of this bulletin.

A signature from a recruitment Second Reviewer is no longer required since the SAS is no longer in use, though peer review is still recommended to prevent administrative and technical errors and ensure overall quality. The BMRS provided Second Reviewer training in its current format is discontinued immediately, as much of the content references the SAS form. Content related to quality assurance principles and strategies will continue to be provided in other BMRS trainings.

To assist with maintaining consistency with processing recruitments and ensuring proper documentation in the recruitment file, an enterprise recruitment checklist is available on the BMRS website or at this [link](#). Although use of this checklist is not required, HR staff are encouraged to use it, or a similar agency form to ensure all recruitment steps are completed and documented in the recruitment file (often maintained electronically) and as a training tool for new staffing specialists. Once all recruitment steps are performed, the completed checklist would also be kept in the recruitment file.

Administrative Information

This bulletin supersedes any conflicting policy guidance in Chapters 104, 176, 202 and 212 of the *Wisconsin Human Resources Handbook*. Future updates will reflect the policy changes put forth in this bulletin.

Questions related to this bulletin may be directed to the BMRS mailbox: DOADPMBMRS@wisconsin.gov

A handwritten signature in black ink, reading "James G. Feldhausen". The signature is written in a cursive style with a prominent horizontal stroke across the top of the name.

James G. Feldhausen, Director
Bureau of Merit Recruitment and Selection
Division of Personnel Management