



**SHRM**® CERTIFICATION

# EXAM-DEVELOPMENT VOLUNTEER ACTIVITIES

**SHRM certification exams** undergo a rigorous development and evaluation process to ensure that they meet the high standards set forth by SHRM's accrediting body, the Buros Center for Testing. The process is a multi-stage endeavor that is highly dependent on volunteer support from SHRM-certified practitioners who serve as subject matter experts (SMEs) for the various developmental activities. SMEs are selected based on their areas of strength as reported on a self-assessment survey. An overview of each activity is listed below.

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**If you are interested in participating in one or more of the activities, please complete the survey at the following link to be considered:**

**<https://www.surveymonkey.com/r/G6N7W25>**



## ACTIVITY 1

# KNOWLEDGE ITEM WRITING WORKSHOP

*Open to all SHRM-certified professionals worldwide.*

FORMAT	PDC ALLOTMENT
<b>Two-day in-person event</b>	<b>10 PDCs</b>

SMEs write between 10 and 20 multiple-choice knowledge items on varying HR content areas in the SHRM Body of Competency and Knowledge™ (the SHRM BoCK™), in addition to identifying references and writing rationales to justify correct answers. Training is provided during the in-person workshop. Homework after the workshop may apply only if more time is needed to complete the assignment.

- ▶ **Event Location:** Alexandria, Va., USA.
- ▶ **Timeframe:** Friday and Saturday, 8 a.m. – 5 p.m. daily.
- ▶ **Required Resources:** SMEs must bring a laptop and a valid ID (govt.-issued driver's license/passport) to the workshop.
- ▶ **Compensation:** \$500 honorarium awarded upon completion of the assignment. Travel expense reimbursement including transportation and meals. SHRM makes and pays for hotel arrangements as well.

## ACTIVITY 2

# SITUATIONAL JUDGMENT ITEM RESPONSE OPTION WRITING AND EDITING WORKSHOP

*Open to all SHRM-certified professionals worldwide.*

FORMAT	PDC ALLOTMENT
<b>Two-day in-person event</b>	<b>10 PDCs</b>

SMEs write, review and edit pre-developed scenarios, accompanying questions and viable response options for each question. There is no homework at the conclusion of the workshop.

- ▶ **Event Location:** Alexandria, Va., USA.
- ▶ **Timeframe:** Friday and Saturday, 8 a.m. – 5 p.m. daily.
- ▶ **Required Resources:** SMEs must bring a laptop and a valid ID (govt.-issued driver's license/passport) to the workshop.
- ▶ **Compensation:** \$500 honorarium awarded upon completion of the assignment. Travel expense reimbursement including transportation and meals. SHRM makes and pays for hotel arrangements as well.



## ACTIVITY 3

**KNOWLEDGE ITEM TECHNICAL REVIEW**

*Open to all SHRM-certified professionals worldwide.*

FORMAT	PDC ALLOTMENT
Virtual event	2 PDCs for each meeting attended

SMEs work with test development staff to review, comment on and edit knowledge items with the goal of preparing them for test forms. SMEs have the opportunity to participate in multiple two-hour review sessions.

- ▶ **Event Location:** Virtual.
- ▶ **Timeframe:** 2-hour sessions (no at-home work component).
- ▶ **Required Resources:** SMEs must have a computer with Internet access and a phone/headset to listen/communicate.

## ACTIVITY 4

**KNOWLEDGE ITEM BIAS AND CULTURAL SENSITIVITY REVIEW**

*Limited participation: SMEs must reside outside the U.S. or have extensive experience working in an HR role internationally to participate in this activity.*

FORMAT	PDC ALLOTMENT
Virtual event	5 PDCs

SMEs complete a 30- to 45-minute training session and then receive an independent assignment to review and comment on potentially problematic knowledge items from a bias or cultural sensitivity viewpoint.

- ▶ **Event Location:** Virtual.
- ▶ **Timeframe:** Approximately 4-6 total hours (includes 1-hour training and at-home component).
- ▶ **Required Resources:** SMEs must have a computer with Internet access and a phone/headset to listen/communicate.



## ACTIVITY 5

**KNOWLEDGE ITEM TECHNICAL REVIEW**

*Open to all SHRM-certified professionals worldwide.*

FORMAT	PDC ALLOTMENT
Virtual event	5 PDCs

SMEs complete a 30- to 45-minute training session and then receive an independent assignment to review assigned items. During the review SMEs are asked to assess two critical questions with respect to each item: 1) whether the knowledge required to correctly answer the item is related to the indicated knowledge, skills and abilities (KSAs) assigned to the question by the original author and 2) whether the item represents acceptable performance of an HR professional with the number of years of experience for either the SHRM-CP level or the SHRM-SCP level.

- ▶ **Event Location:** Virtual.
- ▶ **Timeframe:** Approximately 4-6 total hours (includes 1-hour training and at-home component).
- ▶ **Required Resources:** SMEs must have a computer with Internet access and a phone/headset to listen/communicate.

## ACTIVITY 6

**SITUATIONAL JUDGMENT ITEM BIAS AND CULTURAL SENSITIVITY REVIEW**

*Limited participation: SMEs must reside outside the U.S. or have extensive experience working in an HR role internationally to participate in this activity.*

FORMAT	PDC ALLOTMENT
Virtual event	5 PDCs

SMEs complete a 30- to 45-minute training session and then receive an independent assignment to review and comment on potentially problematic situational judgment items from a bias or cultural sensitivity viewpoint.

- ▶ **Event Location:** Virtual.
- ▶ **Timeframe:** Approximately 4-6 total hours (includes 1-hour training and at-home component).
- ▶ **Required Resources:** SMEs must have a computer with Internet access and a phone/headset to listen/communicate.



## ACTIVITY 7

## SITUATIONAL JUDGMENT ITEM RESPONSE OPTIONS EFFECTIVENESS AND LINKAGE RATINGS

*Open to all SHRM-certified professionals worldwide.*

FORMAT	PDC ALLOTMENT
Virtual event	5 PDCs

SMEs complete a 30- to 45-minute training session and then receive an independent assignment to review particular items. During the review SMEs are asked to rate the effectiveness of each response option based on how they think the ideal candidate should rate the options. SMEs are also asked to verify whether the item measures one or more aspects of the indicated SHRM behavioral competency and, if not, how to record their judgment about which competencies are addressed by the question.

- ▶ **Event Location:** Virtual.
- ▶ **Timeframe:** Approximately 4-6 total hours (includes 1-hour training and at-home component).
- ▶ **Required Resources:** SMEs must have a computer with Internet access and a phone/headset to listen/communicate.