SHRM CERTIFICATION

EXAM-DEVELOPMENT VOLUNTEER ACTIVITIES

SHRM certification exams undergo a rigorous development and evaluation process to ensure they meet the high standards set forth by SHRM's accrediting body, the Buros Center for Testing. The process is a multistage 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 follows.

If you are interested in participating in one or more of the activities, please complete this survey to be considered.

ACTIVITY 1
KNOWLEDGE ITEM WRITING WORKSHOP
Open to all SHRM-certified professionals worldwide.

FORMAT	PDC ALLOTMENT
Virtual event	**15 PDCs**

SMEs write multiple-choice knowledge items on varying HR content areas outlined in the SHRM Body of Applied Skills and Knowledge® (SHRM BASK®), in addition to identifying valid references and writing rationales to justify correct answers. There is a two-day commitment required for the training and workshop during the days and times listed below, followed by a 2-week time frame to finalize items toward assignment completion. Once the training concludes, SMEs are expected to begin drafting knowledge items.

- ▶ **Time Frame:** Two-day virtual training/workshop followed by two weeks to complete an item writing assignment.

- ▶ **Required Resources:** SMEs must have a computer with secure Internet access and a phone/headset to listen and communicate.

ACTIVITY 2
SITUATIONAL JUDGMENT ITEM RESPONSE OPTION WRITING AND EDITING WORKSHOP
Open to all SHRM-certified professionals worldwide.

FORMAT	PDC ALLOTMENT
Virtual event	**10 PDCs**

Working in pairs, SMEs review and edit pre-developed scenarios and accompanying questions, and develop viable response options for each item set. SMEs will also provide an "effectiveness" rating to each response option generated. There is a two-day commitment required for the training and workshop during the days and times listed below.

- ▶ **Time Frame:** Two-day virtual training/workshop (no individual assignment).

- ▶ **Required Resources:** SMEs must have a computer with secure Internet access and a phone/headset to listen and communicate.

ACTIVITY 3

KNOWLEDGE ITEM TECHNICAL REVIEW

Open to all SHRM-certified professionals worldwide.

FORMAT	PDC ALLOTMENT
Virtual event	**2.5 PDCs for each session attended**

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

- ▸ **Time Frame:** 2.5-hour sessions (includes a 20-minute training).

- ▸ **Required Resources:** SMEs must have a computer with secure Internet access and a phone/headset to listen and communicate.

ACTIVITY 4

KNOWLEDGE ITEM BIAS AND CULTURAL SENSITIVITY REVIEW

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

FORMAT	PDC ALLOTMENT
Virtual event	**6 PDCs**

SMEs complete a one-hour training session and then receive an independent assignment to review and comment on potentially problematic knowledge items that may be biased or culturally insensitive.

- ▸ **Time Frame:** Approximately 3-5 total hours (includes training followed by approximately 10 days to complete an individual assignment).

- ▸ **Required Resources:** SMEs must have a computer with secure Internet access and a phone/headset to listen and communicate.

ACTIVITY 5

KNOWLEDGE ITEM CONTENT VALIDITY REVIEW

Open to all SHRM-certified professionals worldwide.

FORMAT	PDC ALLOTMENT
Virtual event	6 PDCs

SMEs complete a one hour training session and then receive an independent assignment to review assigned items. During the review, SMEs are asked to consider two critical questions with respect to each item: 1) To what extent is the knowledge required to correctly answer this item related to the indicated competency? 2) How important is the knowledge being measured by this item for acceptable performance as a SHRM-CP/SCP HR professional?

- ► **Time Frame:** Approximately 3-5 total hours (includes training followed by approximately 10 days to complete an individual assignment).
- ► **Required Resources:** SMEs must have a computer with secure Internet access and a phone/headset to listen and communicate.

ACTIVITY 6

SITUATIONAL JUDGMENT ITEM BIAS AND CULTURAL SENSITIVITY REVIEW

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

FORMAT	PDC ALLOTMENT
Virtual event	6 PDCs

SMEs complete a one-hour training session and then receive an independent assignment to review and comment on potentially problematic situational judgment items that may be biased or culturally insensitive.

- ► **Time Frame:** Approximately 4-6 total hours (includes training followed by approximately 10 days to complete an individual assignment).
- ► **Required Resources:** SMEs must have a computer with secure Internet access and a phone/headset to listen and communicate.

ACTIVITY 7

SITUATIONAL JUDGMENT ITEM RESPONSE OPTIONS EFFECTIVENESS AND LINKAGE RATINGS

Open to all SHRM-certified professionals worldwide.

FORMAT	PDC ALLOTMENT
Virtual event	**7 PDCs**

SMEs complete a one-hour 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 global HR best practices. SMEs are also asked to verify whether the item measures one or more aspects of the indicated SHRM behavioral competency and, if it does not, to record their judgment about which competencies are addressed by the question.

- ▶ **Time Frame:** Approximately 4-6 total hours (includes training followed by approximately 10 days to complete an individual assignment).
- ▶ **Required Resources:** SMEs must have a computer with secure Internet access and a phone/headset to listen and communicate.