



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



## INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING Training and Experience Assessment

### PLEASE READ INSTRUCTIONS CAREFULLY

This Training and Experience Assessment (T&E) will be used to measure your experience, training, and/or education relevant to the Instructional Designer (Technology), Commission on Peace Officer Standards and Training (Instructional Designer). It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with California Correctional Health Care Services (CCHCS).

**The T&E is the exam** and it will be weighted **100%** of your score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The eligible list resulting from this exam will be used by CCHCS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

Please follow all instructions carefully and completely.

### **THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me on this exam is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this exam and may not be allowed to compete in future exams for State employment. If already hired from the result of this exam, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_ LAST FOUR DIGITS  
SOCIAL SECURITY  
NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_ HOME PHONE NUMBER: \_\_\_\_\_

### **FILING INSTRUCTIONS:**

Please submit **this Completed Training and Experience Assessment** as follows:

#### **By mail to:**

California Correctional Health Care Services  
Examination Services, Bldg. D1  
P.O. Box 588500  
Elk Grove, CA 95758

#### **OR In person to:**

California Correctional Health Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**GENERAL INSTRUCTIONS**

1. Please follow all the instructions carefully as missing or incomplete information may result in disqualification or a lower score.
2. This T&E is the entire exam for the Instructional Designer classification.
3. The T&E is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas.
4. The following sections comprise the examination for **Instructional Designer**. Please make sure to complete each of the following sections:
  - Affirmation Statement (Page 1)
  - General Instructions (Page 2)
  - Job Requirements (Page 3)
  - T&E (Pages 4 through 10)
  - Conditions of Employment (Page 11)
  - Recruitment Questionnaire (Page 12)

**YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this T&E will be subject to verification at any time during the examination process, hiring process, and even after gaining employment.

**TRAINING AND EXPERIENCE ASSESSMENT INSTRUCTIONS**

The following pages describe several job dimensions of the Instructional Designer classification. Please read each job dimension carefully and provide a written response about your prior experience performing duties within that dimension. Make sure to address each of the points provided below the job dimension in your answer. Additionally, please provide the length of time that encompasses the experience, if you received any awards or recognition, and the contact information of a manager/supervisor who can verify the experience (Name, Title, Phone Number, Email Address, etc.).

If you need additional space for your response, please attach additional pages. If you attach additional pages, make sure to indicate the question to which you are responding.

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**JOB REQUIREMENTS**

**The following are job requirements. Please indicate your willingness to comply with each job requirement listed.** *(Please note, if you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from further consideration in this exam.)*

1. Willingness to work at California Department of Corrections and Rehabilitation's correctional facilities with the California Correctional Health Care Services.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Willingness to treat inmate-patients in a professional, ethical, and tactful manner.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Willingness to follow institutional and/or departmental safety and security policies.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Willingness to maintain privacy and confidentiality regarding individual inmate-patient health information.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Willingness to promote positive, collaborative, professional working relationships among co-workers and peace officers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Willingness to comply with tuberculosis screening requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Willingness to work around peace officers armed with chemical agents and/or weapons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Willingness to follow the institutional dress code.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**INSTRUCTIONAL DESIGN EXPERIENCE**

An Instructional Designer must have the knowledge of effective Instructional Systems Design models. They require knowledge of effective training methodologies and delivery techniques to ensure the best method of information transfer.

- 1) Describe your experience developing training curriculum using Instructional Systems Design models and training methodologies.

How many months/years encompass the length of this experience?

Did you receive any awards or recognition for this experience?

Can this experience be verified by a manager/supervisor? If so, please provide name(s) and contact information:

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**TRAINING EVALUATION**

An Instructional Designer must have the knowledge of training evaluation methods to determine the effectiveness of the training curriculum. They require skill to assess training objectives to ensure identified training needs have been met.

2) Describe your experience in evaluating the effectiveness of methods used to deliver curriculum content. Make sure to include which methods you used to evaluate the effectiveness of instruction/presentation of curriculum.

How many months/years encompass the length of this experience?

Did you receive any awards or recognition for this experience?

Can this experience be verified by a manager/supervisor? If so, please provide name(s) and contact information:

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**LEARNING OBJECTIVES**

Instructional Designers must have the skill to develop learning objectives in order to set expectations and ensure effective knowledge transfer. They must also have the skill to assess training objectives to ensure identified training needs have been met.

3) Describe your experience developing learning objectives, including the various learning objectives you consider to ensure training needs were met.

How many months/years encompass the length of this experience?

Did you receive any awards or recognition for this experience?

Can this experience be verified by a manager/supervisor? If so, please provide name(s) and contact information:

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
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Training and Experience Assessment**

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**CRITERION REFERENCE MEASUREMENT**

Instructional Designers must have knowledge of criterion reference measurement tools to establish student/participant competencies. They must also have skill to analyze information in order to develop logical conclusions, problem solve, and provide solutions.

- 4) Identify the various types of measurement tools you have used and discuss your experience using them in instructional systems design in order to establish competencies.

How many months/years encompass the length of this experience?

Did you receive any awards or recognition for this experience?

Can this experience be verified by a manager/supervisor? If so, please provide name(s) and contact information:

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**WRITTEN COMMUNICATION**

Instructional Designers are required to write for training purposes. They require skill to apply formal writing style and rules to ensure written communications are standardized and professional. They must also have the skill to proofread and edit various documents to ensure they are free from grammar, spelling, and punctuation errors.

- 5) Describe your experience with writing for training purposes and discuss what writing styles and rules you have used to ensure content effectively communicate training objectives.

How many months/years encompass the length of this experience?

Did you receive any awards or recognition for this experience?

Can this experience be verified by a manager/supervisor? If so, please provide name(s) and contact information:

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**TECHNOLOGY-BASED DELIVERABLES**

Instructional Designers must have the skill to develop technology-based training deliverables. They require knowledge of the instructional design process in order to convey content through images, text, and audio that engage all learning types.

- 6) Describe your experience developing technology-based training deliverables and the development processes you used to ensure that training content was conveyed accurately and clearly to the intended audience.

How many months/years encompass the length of this experience?

Did you receive any awards or recognition for this experience?

Can this experience be verified by a manager/supervisor? If so, please provide name(s) and contact information:

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**ADULT LEARNING PRINCIPLES**

Instructional Designers must have the knowledge of adult learning principles in order to design curriculum that meets training requirements. They require the skill to create a learning environment that implements adult learning principles to ensure that the training curriculum is effective and relevant to the adult learner.

- 7) Describe your experience creating curriculum that is based on adult learning principles and discuss the characteristics of adult learners that you considered in designing the curriculum.

How many months/years encompass the length of this experience?

Did you receive any awards or recognition for this experience?

Can this experience be verified by a manager/supervisor? If so, please provide name(s) and contact information:

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
Training and Experience Assessment**

Name: \_\_\_\_\_

**CONDITIONS OF EMPLOYMENT (Form 631)**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

**TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> (A) Any                 | <input type="checkbox"/> (K) Limited-Term Full-Time | <input type="checkbox"/> (U) Limited-Term Part-Time |
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (V) Permanent Part-Time    | <input type="checkbox"/> (T) Permanent Intermittent |

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

**LOCATIONS YOU ARE WILLING TO WORK**

**A POSITION EXISTS ONLY AT HEADQUARTERS IN ELK GROVE, CALIFORNIA**

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:  
CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.

**INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION  
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**RECRUITMENT QUESTIONNAIRE**

**HOW DID YOU HEAR ABOUT THE INSTRUCTIONAL DESIGNER EXAM?**

*The questions below are not part of the exam and are for informational purposes only.*

**1. Check the box that best describes how you found out about the Instructional Designer exam.**

- College Recruitment
- CDCR Employee/Relative
- CDCR Website
- Job Fair/Career Event (California)
- Job Fair/Career Event (Outside of California)
- Advertisement in Magazine/Journal
- Mailer
- Newspaper
- Internet Search (Career Builder, Google, AOL, etc.)
- State Personnel Board (SPB)
- California Department of Human Resources (CalHR)

**2. Check the box that best describes the reason for selecting CCHCS as your place of employment.**

- Competitive Salary
- Benefits
- Retirement
- Career Challenge
- Gain Experience in a Correctional Setting
- Flexible Shifts
- Opportunity
- All of the Above