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 TECHNICAL REVIEW

Open to all SHRM-certified professionals worldide.

FORMAT	PDC ALLOTMENT
Virtual event	**2.5 PDCs for each meeting 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 a 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 2
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 3

SITUATIONAL JUDGEMENT ITEM RESPONSE OPTION WRITING AND EDITING WORKSHOP

Open to all SHRM-certified professionals worldide.

FORMAT	PDC ALLOTMENT
Virtual event	**10 PDCS**

Working in small groups with a facilitator, SMEs review and edit pre-developed scenarios and accompanying questions, and develop viable response options for each item set. There is a two-day commitment required for the training and workshop.

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

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

ACTIVITY 4

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 5

SITUATIONAL JUDGEMENT ITEM RESPONSE OPTIONS EFFECTIVENESS AND LINKAGE RATINGS

Open to all SHRM-certified professionals worldide.

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.

SHRM

BETTER WORKPLACES
BETTER WORLD™