



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.

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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 worldwide.

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 JUDGMENT ITEM TECHNICAL REVIEW

Open to all SHRM-certified professionals worldwide.

FORMAT	PDC ALLOTMENT
Virtual event	10 PDCs

Working in small groups with a facilitator, SMEs review and edit pre-developed scenarios, accompanying questions, and response options.

- ▶ **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 JUDGMENT ITEM RESPONSE OPTIONS EFFECTIVENESS RATING AND COMPETENCY LINKAGE

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.