



Testing & Consulting Services

About Empco



Empco, Inc. specializes in testing and consulting services for public safety and municipal government agencies. Founded in 1987 in Troy, Michigan. Empco has grown into a nationwide company.

Empco's mission is to provide trusted, customized employment testing and consulting services to governmental agencies.

We offer a variety of entry level and promotional examination services for positions within the public sector. These services include written exams, oral interviews, and assessment centers. We provide opportunities for Sheriff, Police and Fire agencies to participate in online, entry-level hiring consortiums.

Examinations are available for entry level and promotional positions in Police, Sheriff, Public Safety, Fire Service, and Municipal agencies. Empco can provide standardized selection materials or can develop an entry level or promotional selection process specifically designed for your agency. Our selection and promotional examinations are valid, reliable, defensible and fair.

We can develop a customized testing process for any size department. Empco prides itself on customer service, and the ability to assist our clients in determining the type of testing that best fits their department's needs and budget.

Empco utilizes experts in municipal government, law enforcement, and fire service management to develop testing processes. This unique combination of skill sets allow us to develop well-rounded and job related promotional and entry-level examinations.

**PROVIDING PREMIUM TESTING SERVICES
THROUGHOUT THE UNITED STATES SINCE 1987.**

Testimonials



“Empco provides a full range of entry-level and promotional exams. Their team of experts guide us through comprehensive and validated, hiring, and promotional processes. My organization has used Empco for more than two decades and we are always pleased with their level of customer service and their attention to detail. They are second to none and have my highest recommendation.”

– David E. Molloy, Director of Public Safety/Chief of Police, City of Novi, Michigan

“With Empco, we now have a validated and flexible system that maintains a pool of people who are truly interested in this profession and working at our agency with next to zero work or expense on our end. The hiring consortium assures us of having candidates that meet our basic requirements before we ever consider doing interviews or any other testing. Our “failure” rate during the hiring process has declined considerably thus saving us considerable manpower time and expense.”

– Eric Williams, Sheriff, Vanderburg County, Indiana

“Since joining with several other local police departments in creating a testing consortium for new employees through Empco, we have saved more than 45 days of staff time from our selection and hiring process. The candidate pool is so rich that selecting the best candidates makes for a difficult but rewarding decision.”

– James Carmody, Police Chief, Wyoming, Michigan



“Empco has provided us with prompt, professional, comprehensive, and highly effective assessment services for recruitment and promotional opportunities since 2006.”

– John Brogowicz, Director of Human Resources, Macomb Township, Michigan



“We use Empco exclusively when seeking jail officer candidates. Utilizing the Empco examination minimizes our staff’s workload in preparing a list of qualified applicants, and we can also “cast our net” in a much wider arc. Our search is no longer limited only as far as newspaper advertising takes us.”

– David Lain, Sheriff, Porter County, Indiana

“For the last 15 years, EMPCO’s customized assessment centers have played a crucial role in building a strong and successful organization, allowing us to find the most qualified and creative individuals who are able to lead our department in meeting our community’s ever-changing fire and EMS service needs.”

– Shadd A. Whitehead, Fire Chief Livonia Fire & Rescue

“I was impressed by the professionalism that I experienced from the Empco staff. Their knowledge with the promotional process reassured me that our organization would benefit from their talents.”

– Chris Martin, Sterling Heights, Fire Chief



Entry Level Testing

Consortium

Empco conducts a large number of entry-level examinations through online websites. These state-of-the-art testing systems reduce costs for participating agencies and enhance recruiting effectiveness. Agencies access a database that provides a candidate's profile, contact information and test scores of those interested and qualified to work for a particular agency. Qualifications are determined by each individual agency. Candidates pay a fee to be included in the database and take a written examination at a local test site.

Benefits for the Agency

The system is totally free to agencies – a significant cost savings in the recruiting of entry level candidates.

- Exams are administered by and conducted at proctored sites – usually community colleges.
- The system is all online - eliminating the paperwork.
- Empco handles the administration of the process - agencies only see qualified candidates.
- The pool of candidates is larger because the system is area/state-wide.

Benefits for the Candidates

- While the candidate has to pay an initial fee, the candidate saves time and money.
 - Candidate completes only one application and takes one written test for many agencies.
 - Candidate has to take less time-off from current job to take numerous entry level tests.
- The candidates choose which agencies are able to view their records.
- Candidates can choose local test sites and test times that are most convenient for them.
- Candidates are able to view test scores online within 72 hours.
- Candidates can apply and update their profile at any time.

A number of these databases have been grouped into consortiums and are sponsored by state-wide or local associations (sheriffs, police and fire).

Individual Departments

Empco also offers entry level tests for individual departments. Departments can choose to administer our nationally validated exams to select the candidate that is the best fit for their agency.



Written Promotional Exams

Empco's written examinations are comprised of multiple choice questions which are job-related, reliable, and of valid content. A bibliography (reading list), listing the texts from which all questions are authored, is provided to test takers to assist them while studying. Empco offers three different types of written examinations to meet the various sizes and budgets of our clients.

Off-the-Shelf Examinations

Off-the-Shelf Examinations are developed after conducting a job analysis for each position and rank. These are developed annually and are the most cost effective option for small departments. Empco offers a nationally validated exam that is developed from national standards and textbooks for every rank in law enforcement (police and sheriff), corrections and fire.

Tailored Examinations

Tailored Examinations offer a cost-effective approach to testing. Empco allows the department to choose the texts from our extensive book list that will be used to develop the examination. Empco will develop a tailored examination from the chosen texts.

Customized Examinations

Customized Examinations are available for clients looking to reflect every aspect of their department. Similar to our tailored examinations, these allow the client to select books on each topic resulting in the inclusion of questions authored from department specific content such as: Rules, Regulations, Policies and Procedures. The end result is the development of an examination that is specific to the needs of the department.

Oral Boards

Oral Boards are structured interviews designed to measure a candidate's knowledge, skills and abilities. All oral boards consist of job-related questions designed to examine candidates' readiness for the position. Job related knowledge skills and abilities are observed and evaluated by trained observers called assessors.

All candidates are asked the same questions by the same evaluators to ensure continuity in the process. Candidates are also asked to give a brief self-presentation so assessors have some background information on each candidate.

The Assessors

The assessors are individuals with extensive experience and/or familiarity with the job being filled. Each individual has been trained to objectively observe and evaluate candidate behavior. Multiple assessors make independent observations on each candidate's behavior during the oral board. A compilation of these observations leads to a unanimous consensus rating on each candidate.



Assessment Center

An Assessment Center is a testing process used to determine generic management skills and abilities. Assessment centers have been proven most successful in predicting a candidate's likelihood of success in the new management position.

The assessment process begins with a job analysis to determine the requirements of the job. The analysis defines the critical skills and abilities required by the job itself. Exercises are then developed allowing a candidate to display his or her skills and abilities as measured against the requirements of the specific job being examined.

Job-related knowledge, skills, and abilities are observed and evaluated by trained observers, called assessors, who have extensive experience in the job discipline involved and no prior prejudicial knowledge of the candidates. Candidates are observed through a series of exercises that are designed to resemble actual job situations. Candidates are evaluated on skills and abilities such as problem solving, oral communication, interpersonal skills, etc.

Advantages of an Assessment Center

- The best predictor of success in a position of all testing methodologies.
- Viewed as being more fair, non-discriminatory and more appropriate than other traditional selection methods.
- Has a high degree of credibility with job candidates.
- Eliminates internal bias and personality issues.
- Offers individual feedback after each assessment.

The Assessors

The assessors are individuals with extensive experience and/or familiarity with the job being filled. Each individual has been trained to objectively observe and evaluate candidate behavior. Multiple assessors make independent observations on each candidate's behavior during each exercise. A compilation of these observations leads to a unanimous consensus rating on each candidate.

Types of Exercises

Interview Exercise: Candidates are asked to make a brief presentation describing themselves, their accomplishments and their goals. Each candidate is then asked the same job-related questions in a structured interview setting.

Oral Presentation Exercise: Candidates are given a particular subject in advance and asked to prepare and deliver an oral presentation to a group such as the city council or a concerned group of citizens.

In-Basket Exercise: Candidates are given a number of written situations, which might typically be found in the in-basket of the job being filled. These may include letters from citizens or questions from subordinates with candidates responding to these items in writing.

Role-Play Scenario Exercise: Candidates are asked to role-play a situation from the job being sought or to interface with a citizen, subordinate or city council person.



Municipal

Written Exams

Empco's written examinations are comprised of multiple choice questions which are job-related, reliable, and of valid content.

Empco develops written pre-employment and promotional exams for positions in municipal governments. We have banks of questions on many knowledge areas including, but not limited to:

- Accounting and Bookkeeping
- Building Maintenance
- Clerical
- Custodial
- Dispatch
- Engineering and Surveying
- Equipment Operations
- Library Science
- Motor Vehicle Maintenance
- Public Works
- Recreational Facilities
- Maintenance and Repair
- Water, Sewer and Waste Water

Empco offers three different types of written examinations to meet the various sizes and budgets of our clients.

Off-the-Shelf Examinations

Off-the-Shelf Examinations are developed after conducting a job analysis for the particular position in municipal locations. These examinations are validated and used by a large number of departments nationally and are the most cost effective option for small departments.

Tailored Examinations

Tailored Examinations offer a cost-effective approach to testing, while providing an exam developed specifically for a department. Departments fill out a job analysis for the position and Empco develops an exam for that specific position.

Customized Examinations

Customized Examinations are available for clients looking to reflect every aspect of their department. This type of exam is similar to a tailored examination because it allows the department to have an exam based specifically on their needs. However, this type of exam allows the department to construct questions authored from department specific content such as: Rules and Regulations, Policies and Procedures.

Oral Boards and Assessment Centers

Empco offers oral boards and assessment centers for municipal positions. Descriptions of these services can be found on pages 4 and 5 of this brochure.

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