

U.S. MARSHALS SERVICE
DEPUTY U.S. MARSHAL
ASSESSMENT PREPARATION GUIDE

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DECISION-MAKING ASSESSMENT
WRITING ASSESSMENT
STRUCTURED INTERVIEW

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ASSESSMENT PREPARATION GUIDE

INTRODUCTION:

This Assessment Preparation Guide is intended for applicants for the Deputy U.S. Marshal (DUSM) position with the U.S. Marshals Service (USMS) and covers the DUSM assessment process. You are eligible to participate in the next phase of the assessment process, the proctored Decision-Making Assessment and Writing Assessment. If your performance on the proctored Decision-Making Assessment and Writing Assessment meets or exceeds pre-determined standards, you will be invited to the in-person DUSM Structured Interview. The U.S. Office of Personnel Management (OPM) will administer the proctored Decision-Making Assessment and Writing Assessment process, and the USMS will administer the DUSM Structured Interview. **You will be responsible for your own travel expenses to attend the proctored assessment session and the DUSM Structured Interview.** Applicants who requested reasonable accommodations for either stage of the assessment process will be contacted prior to administration of the assessments.

DECISION-MAKING ASSESSMENT AND WRITING ASSESSMENT PREPARATION:

The Decision-Making Assessment and Writing Assessment are designed to assess competencies that are critical to success in the DUSM position. This guide serves to familiarize you with the assessment process and its key features so that you:

- Know what to expect on the assessment and are prepared to do your best.
- Can take the assessment feeling more confident and at ease.

The assessment battery provides a screening process on job-related criteria and allows the U.S. Marshals Service to identify candidates to participate in the structured interview. Certain skills and abilities such as self-management, teamwork, reasoning, and writing are needed to successfully perform the duties of a Deputy U.S. Marshal. You should be aware that the position for which you are applying is based on rigorous standards and that the selection process is highly competitive. This assessment helps identify individuals with important job related abilities and personal characteristics.

General Test-Taking Tips:

- Get a good night's sleep. It is important to get adequate sleep the night before you take the assessments.
- Eat a light, nutritious meal. Although you may be a bit nervous before taking the assessment, it is important to eat a light and nutritious meal. By doing so, you will increase your energy level.
- Pay careful attention to all directions before beginning the assessment.
- For each question, read the entire question and all response options carefully before deciding upon an answer.
- Ignore any patterns of answers. There is no pattern to the location of the best answer for each item.

Contents of the Proctored Decision-Making Assessment and Writing Assessment Session

The Decision-Making Assessment assesses your capacity to make high-quality decisions in various work-related situations. The Writing Assessment assesses your capacity to use standard written English as found in reports and memorandums. A test administrator will be on-site to provide directions for completing the Decision-Making Assessment and Writing Assessment.

Part A. Decision-Making Assessment

The Decision-Making Assessment requires you to read through a series of scenarios relevant to work performed by a DUSM. The scenarios are designed to place you in a realistic DUSM work situations. Following each scenario, you will be asked two questions. The first question will ask what you would most likely do in the situation, based on a list of possible actions, and the second question will ask what you would least likely do, given the same list of possible actions. The questions in the Decision-Making Assessment draw primarily on your experiences in working with and relating to others in a work or group setting, similar to those experiences you may have had in previous jobs or in school, social, athletic, or volunteer organizations.

Part A. Sample Questions

Two sample questions are provided below that give you an idea of the type of questions you will encounter while completing the Decision-Making Assessment. Note that these sample questions are only examples, they are NOT actual test questions.

Directions: In each of the following situations, you are asked to indicate how you would respond. No special training or experience is required to answer these questions. Please identify from the response options that best represent how you would react in the situation. Select the response that best matches how you would respond to the situation. Do not choose a response that you think others might select, or the response that you think is expected.

Sample Question A: You are a member of a project team in your office. During a project meeting a colleague gives you a task that you do not feel qualified or trained to handle.

1. What would you most likely do?
 - Complete the task as best you can.
 - Complain to your supervisor.
 - Ask someone in the office who knows how to do the task to help you.
 - Explain to the colleague that you do not feel qualified to work on the task and you would prefer that the task be given to someone else.

2. What would you least likely do?
 - Complete the task as best you can.
 - Complain to your supervisor.
 - Ask someone in the office who knows how to do the task to help you.
 - Explain to the colleague that you do not feel qualified to work on the task and you would prefer that the task be given to someone else.

Sample Question B: A citizen has arrived at your office and wishes to speak with your supervisor, who is not at her desk right now. The citizen is frustrated because he has left several messages on your supervisor’s voice-mail in the past week and has not received a call in return. You know that your supervisor is attending a meeting that will last for at least another hour.

1. What would you most likely do?
 - Find out what the citizen needs and interrupt the meeting.
 - Find out what the citizen needs and assure him that your supervisor will get the message.
 - Tell the citizen that your supervisor is not available.
 - Ask the citizen if someone else in the office can help him.

2. What would you least likely do?
 - Find out what the citizen needs and interrupt the meeting.
 - Find out what the citizen needs and assure him that your supervisor will get the message.
 - Tell the citizen that the manager is not available.
 - Ask the citizen if someone else in the office can help him.

NOTE: There are no responses to these sample questions that are labeled as “correct”. The answers to these Decision-Making Assessment sample questions are dependent on your individual experiences, preferences, and opinions.

Part B. Writing Assessment

The Writing Assessment requires you to provide responses to multiple choice questions. These questions will address concepts such as grammar, spelling, punctuation, sentence structure, and organization. This test is used to assess the basic writing ability required to write a memorandum or report.

Sample Question: For this question, you are asked to select the one sentence that is well-constructed.

- a. In order to serve the subpoena, I contacted the fugitive and his mother.
- b. In order to serve the subpoena, I contacted the fugitive, and his mother.
- c. I contacted the fugitive, and his mother to serve the subpoena.
- d. I contacted the fugitive to serve the subpoena and his mother.

NOTE: The correct answer is option (a). In option (a), there are no extraneous commas as in (b); there are two complete clauses, unlike (c); and the objects of the verb “contacted” are clearly identified unlike (d).

DUSM STRUCTURED INTERVIEW PREPARATION:

For candidates whose proctored assessment performance meets or exceeds pre-determined standards, the next assessment is the DUSM Structured Interview. The structured interview consists of a set of questions related to competencies that are critical for success as a DUSM.

Each interview will be conducted and evaluated by a two-person panel. These panel members are trained DUSM Structured Interviewers.

The DUSM Structured Interview process will take approximately two hours and will be conducted at regional USMS recruitment sites. If you are invited to complete the DUSM Structured Interview, you should arrive 30 minutes prior to your scheduled interview time. You will be evaluated on the following competencies during the structured interview:

- Teamwork
- Self-management
- Interpersonal Skills
- Integrity/Honesty
- Oral Communication
- Problem-solving

In formulating your response, you may use examples from work, military, volunteer, and/or school experiences that best reflect the competency.

Example of DUSM Structured Interview Question

An example of the kind of question you will encounter when completing the DUSM Structured Interview is provided below. Note that this sample question is only an example, and is NOT an actual interview question.

Sample Question: Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way. Who was involved? What specific actions did you take, and what was the result?

DISCLAIMER:

The sample questions provided in this document are neither practice assessments, nor simulations of actual assessment conditions for the DUSM Structured Interview. However, they do resemble the actual assessment in style and format. Completing the sample questions does not ensure an increase in your assessment score or in your aptitude to perform work as a Deputy U.S. Marshal.

