

EVA GUIDE

Week by Week Completing Your Experience Validation Assessment Application

Congratulations you have reached the final step to achieve the CPHR Designation!

The experience assessment confirms that HR professionals who obtain the CPHR designation have attained the required depth, breadth and level of experience.

The purpose of this guide is to ensure that you, a CPHR Candidate looking to pass the EVA, have all the information you need for the best possibility of success.
This guide will help you confirm the following:



You have the
type and level of
HR experience
required to
obtain the CPHR



You have filled
out each section
of the EVA
application
correctly and
thoroughly



You have
submitted
all necessary
supporting
documents



You understand
how the
application will
be reviewed and
assessed

Follow this guide week by week, to prepare for your Experience Validation Assessment Application

Week ONE

Resume & Job Descriptions

Having a current resume is a vital part of your Experience Validation Assessment application. Use this week to ensure your resume is up to date. Your resume should list all of the roles you will be including in your EVA application.

In addition to updating your resume, now is the time to reach out to former employers and gather job descriptions for all of the roles that will be part of your application. If you are unable to provide official job descriptions, write your own but ensure it is signed by a supervisor of that role. The supervisor signature confirms that the responsibilities are of the job cited and that you were/are in that role.



Gathering job descriptions can be a time consuming process and it can sometimes be difficult to get in touch with former employers so it is best to start the part of this process as early as possible.

Week TWO

Professional HR Experience

Now is the time to objectively look at your work experience, clearly assess if your work is in the field of HR and if your experience is all at the professional level. For a role to be considered HR, most of your tasks must be in the HR field. A role must be at least 50% HR focused to qualify you for the CPHR. Volunteer positions, internships and terms as a co-op student **do not** count towards your experience requirement.

How do you know your role is at the “professional” level?

Job Descriptions

Are most of your tasks defined as assisting, helping, reviewing, coordinating, or supporting? If so, you may not be at the qualifying level of experience yet. Alternatively, if your main tasks are defined by managing, advising, owning, leading, designing, implementing, strategizing, deciding and initiating then there's a good chance you are working at the professional level.

Independence of Role

Do you have the authority to make decisions? How autonomous are you? Do you have the freedom to plan your own work and direct most of your day to day activities? How much accountability do you have in relation to your decisions and your work? How much independence and accountability you have can help determine if your role is at the professional level.

Depth of Analysis & Interpretation

If you do a lot of interpreting information and analyzing data to influence decisions, that shows a higher level of work. How closely you interact with and influence decision makers in your organization also indicates whether you are at the professional level.

Responsibility

If there is a high level of ownership for the work decisions that are made and you are personally accountable for the accuracy of your decisions then you are likely working at the necessary level.

Using the notes above, be sure you know your role qualifies before you apply.

For information about what qualifies as professional level tasks in specialized roles, please refer to pages 14-15 in the CPHR Alberta Registration Manual

Week THREE

Application Form

It is time to start filling in the actual application form. As you go through this section of the application, make sure the information regarding job titles, time with employers and highlights of roles is consistent with the details in your resume and job descriptions. Any discrepancy between the various documents in your application can raise a red flag with the assessors.



Part A: Member Information - Fill in the necessary information



Part B: Employment History - Professional Experience

Complete a section here for each role you would like to be reviewed as part of your professional HR working experience. Enter each role chronologically (beginning with your most current role).

TIPS for this section

- If you are currently unemployed, start with your most recent employer.
- If you have had more than one role for an employer and would like each role to be assessed, please ensure that each role is in its own numbered section in the application. Do not lump them together into one section.
- When you record the months you have been in each role, make note of any leave taken that lasted more than one month.
- If your role is not 100% HR please note what percentage of your work is directly in HR vs. what percentage might be considered outside the scope of HR. Please note that we are looking at the overall percentage of HR in this role. Refer to Page 15 of the CPHR Alberta Registration Manual for more information on the 50% requirement.
- If you are describing a part time role, indicate how many hours you work each week.
- When describing your role, use your own words. Copying and pasting a job description will not fully express the extent of influence, independence and responsibility you have in your role. Only include the tasks you specifically undertake, and not those of your team or company.
- Be wary of using industry specific jargon
- When discussing your autonomy and decision-making, qualify the types of decisions that you are authorized to make without consulting a supervisor
- For interactions, describe who you interact with inside and outside your organization and clarify the purpose of those interactions. How do these interactions influence decision makers and fulfill HR or organizational objectives? Also, explain if you provide advice to others or respond to inquiries from staff members.
- Be sure to clarify what information you are analyzing, what kind of documents you are analyzing and what decisions are made or influenced through your analysis and interpretation of this data or document.
- When outlining your accountabilities, record key deliverables you have completed, who you are accountable to and whether you develop policies, practices or procedures. Do you have the authority to make existing processes or documents better or more efficient? If so, record that information here.

Week FOUR

Experience & Knowledge

You have gathered all of your documentation and you have filled out all of your experience in the Experience Validation Assessment application Part B. Now is the time to show the depth or breadth of your experience and offer examples of your abilities and skills.

Part C: Breadth of Experience and Knowledge

This is where you demonstrate your depth and breadth of experience. The 9 Functional Dimensions and the 44 professional competencies outlined here come from the CPHR Competency Framework which is the foundation of the CPHR Designation. Review each competency and mark with an "x" whether you are aware of, fully comprehend or are proficient in that competency.

Points to Consider



Check off all competencies you have had direct experience in and not just those that are indicated in your job descriptions.

Provide an example for each competency that you check as "comprehend" and "proficient". Do not just report the minimum requirement of competencies. Be as thorough as possible to help ensure you have sufficiently demonstrated your breadth or depth of experience. Provide examples using the STAR method (situation, task, action, result).

To find the minimum proficiency level required for each competency refer to pages 6 to 9 in the CPHR Competency Framework.

What does each proficiency level mean?

Aware: the ability to explain, describe and demonstrate knowledge.

Comprehend: building on awareness, comprehension demonstrates an understanding of the process to apply knowledge to perform the competency

Proficient: building on awareness and comprehension, proficiency demonstrates the ability to draw upon prior experience to perform the competency by planning, interpreting, analyzing, and tailoring to the environment.

To pass this section of the EVA you must:

- Meet the minimum proficiency level in 9 of the 44 competencies
- Meet the minimum proficiency level required in majority of competencies within two functional dimensions OR;
- Meet the minimum proficiency level required in ALL competencies within one functional dimension

Part D: Enabling Competencies

When filling out this section, think of each competency as a behavioral interview question and provide a very specific example of how you demonstrate this competency in your work and how your action impacted your work or organization. You must provide good examples of at least three of these five competencies to pass the EVA. Again, chances of success increase if you are thorough so provide examples for all five competencies if possible.

Week FIVE

Employer Verification

Good work, you have completed the application form to the best of your ability!

Now is the time to review your application with your supervisor. Have your supervisor assist you with ensuring you have expressed your current role, your abilities and your experience fully and correctly. If your supervisor makes suggestions, you still have time to make edits and additions to your application. Once you and your supervisor are both happy with the application, request that your supervisor sign off on your application.



Part E and F: Member Declaration and Employer Verification

Ensure you sign and date page 21. Provide current employer's name, contact and signature on page 22. Unemployed? Have your previous employer sign this section. Are you an independent consultant? Have your last client complete this page.

Did you know?

Review of Application

CPHR Alberta's Registration Committee Assessor Panel is made up of current Chartered members. These CPHRs have extensive experience in Human Resource work within a diverse set of industries. Each assessor evaluates HR work experience based on CPHR Alberta Board established parameters.

Receiving Results

Results will be sent via email 8 weeks after the submission deadline.

Unsuccessful Applications

If you do not pass your initial assessment, you will be given a clear outcome about why you did not pass and when or how you can be successful in the future. You can also request a reassessment if you feel an error was made in assessing your application.

Week SIX

Final Review

The deadline to submit is getting closer and it's now time to do a final review of your application and ensure you have the best chances for success!

Ready to Submit?

Final Tips and Checklist:

- I have passed or waived the NKE in the past 10 years
- CPHR Alberta has official transcripts for my completed education (if applicable). If you became a member before 2015 ensure CPHR Alberta has your official transcripts on file so we can assess the correct amount of experience required (3 or 8).
- I have 3 years of HR professional experience if I have a degree or 8 years without a degree
- My experience has been gained in the past 10 years
- My experience is HR focused
- My experience is at the professional level
- I have filled out the EVA form completely. Be concise yet thorough. The committee of assessors is solely basing their assessment on the documents provided. They will not fill in any blanks with assumptions about you or your roles, ensure that:
 - Each role is described in a separate section
 - You and your supervisor have signed the form
- I have a current resume
- I have job descriptions for each relevant role.
- I have supporting documents (organizational charts, letters of clarity) if needed
- Ensure EVA form, resume and supporting documents are consistent in regard to job titles, dates of employment and description of roles.

Checked everything? You're ready to submit your EVA application! Submit all required documents through your member login. If necessary, email additional documents to experience@cphrab.ca. We will not review applications until we have the fully completed EVA form, all necessary job descriptions, and a current resume. If possible, submit application prior to submission deadline. This gives you time to provide any additional information that may be needed. **Best of luck!**

Questions? Contact the CPHR Alberta, Professional Standards Team www.cphrab.ca/team