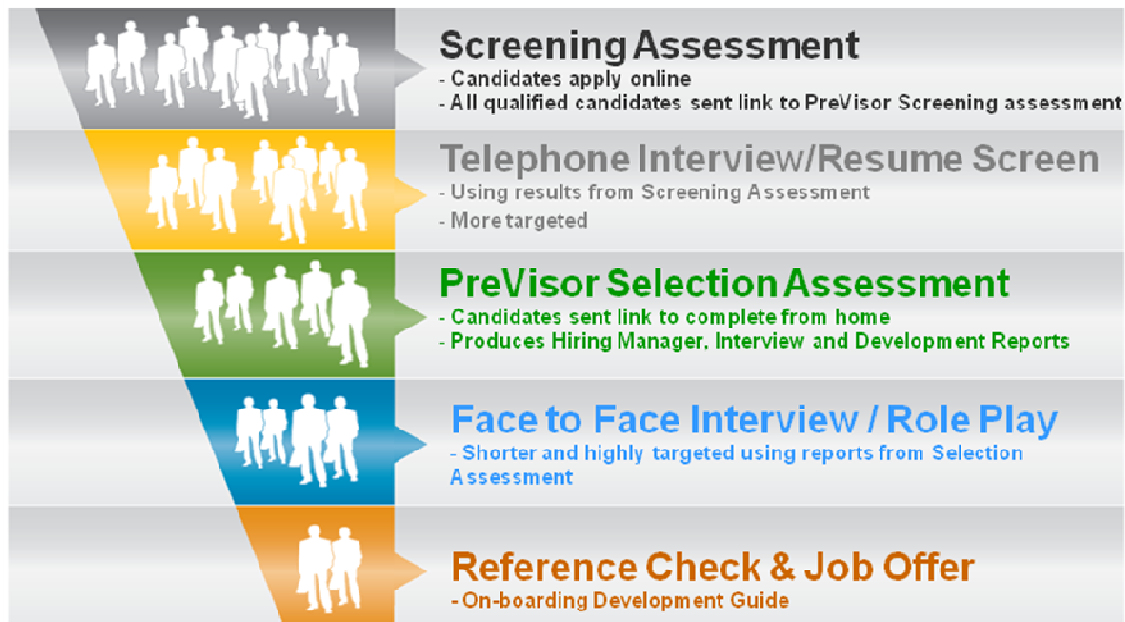


Screening and Selection Assessments

The basic idea with a 2-phase assessment process is to apply an abbreviated but valid predictor to a large proportion of the applicant pool at early stages of the process. Thus, 2-sitting solutions begin with a short screening assessment, which applicants typically complete on their own.

The screening phase typically takes 10-15 minutes to complete, depending on the assessment. Screening assessments can be completed in unsupervised settings because they consist primarily of biodata items which are not particularly vulnerable to cheating. Results are presented in the form of a rank-ordered table, allowing for top-down decision regarding whom to invite through to the second phase of testing.

The second phase, the selection assessment, is a longer, more intensive assessment designed to be administered in a supervised environment. Selection assessments typically take 20 – 60 minutes, again depending on the assessment. In addition to the rank-ordered list, detailed reports are available for each applicant, again allowing for top-down decisions regarding interviews and job offers.



Screening Assessments:

The screening assessment is typically used in the initial part of the recruitment process as a filter, particularly when recruiting for high volume roles (**i.e., screen out**). It is a short (typically 10-15 minute assessment), sent to candidates to complete unsupervised, in order to identify those with potential to perform well in the role. The content of these assessments reflects the probability of unsupervised testing, and is typically easier to verify and less vulnerable to cheating (e.g., biodata).

Results are available immediately, ranking candidates according to their overall score, allowing you to shortlist in a day, with more reliable results.

- A summary report (stack-ranked table) is provided.

Note that on some occasions, subsets of items are taken from the selection assessment and used in the screening assessment. Where this occurs, only the best items are selected based on item-level validity evidence.

How best to use screening assessments is a matter of debate. One line of argument suggests screening assessments can be used to reject applicants on the basis of their results alone – thus providing recruiters with more time to focus on candidates who scored well. However, best practice suggests psychometric testing should only be used as one part of the process, and decisions should never be made on the basis of results alone. In this instance, screening results can be a useful tool in facilitating other assessment methods, such as phone interviews (e.g., targeted questions based on areas in which the candidate scored low in the screening assessment).

When considering which practice to adopt, a useful factor can be the validation of the screening assessment. That is, if a screening assessment has been validated **for a particular role in a particular organisation**, then a stronger case is made for ruling candidates out on the basis of assessment results alone. However, if a screening assessment has been validated on similar organisations and similar job roles, while there is likely to be overlap between the performance requirements there will no doubt be uniqueness across organisations. In these instances, in the absence of local validation data, screening assessments should not be used to reject candidates.

Regardless of the final decision on how to use assessment results in selecting candidates, the key is *consistency*. Procedures should be established as company policy and applied to all candidates.

Selection Assessments:

Typically selection assessments are to be conducted in a supervised environment further along in the recruitment process (**i.e., select in**). They may be sent out for candidates to complete in an unsupervised environment, although best practice suggests they should be administered in a supervised environment in order to verify screening results. This is a more in depth, comprehensive assessment, designed to differentiate between high potential applicants.

- Reports provided:
 - Recruiter Report
 - Interview Guide
 - Development Report

Relationships between Screening and Selection Performance:

It is very possible that candidates score high on a screening assessment and poorly on a selection (or vice versa). This is because, more often than not, these assessments are measuring different competencies. Each competency is a distinct measure, and people are complex! However, over time we would expect to see a trend whereby people who score high on the screening also tend to score high on the selection assessment.