

## 7 Best Practices for Implementing Selection Assessments

Although interviews are an important part of the recruiting process, we know that interview performance is not generally predictive of performance in the job. **Selection assessments** can help you determine if your internal or external candidate has the skills, intelligence, and attitude necessary to perform the job. There are a number of best practices for implementing selection assessments. The following are brief descriptions of these practices:

### 1. Job Analysis Profile

Organizations need to begin by creating a job analysis profile. Before investing in the necessary tools and methods, companies need to understand their objectives and clearly identify the key attributes for each position. One method in doing so is to evaluate top and bottom performers.

### 2. Reputable Providers

Organizations should aim to find a reputable assessment provider, one that can show how their products are [validated and reliable](#). Organizations should make sure that the provider is staffed with professionals, such as psychologists with a strong background in assessment testing, and that the instruments are validated frequently and on adequate samples.

### 3. Consistency

Organizations need to use selection assessments consistently across all candidates for the same job. The goal of implementing a standardized assessment can only be achieved through buy-in from business leaders, and the accountability of HR and hiring managers.

### 4. Integrated Assessment Strategy

Selection assessments should provide development information for employees and their managers.

### 5. Validated Assessments

Developing a clear understanding of which assessments are validated is challenging in today's market with hundreds of assessment providers emerging. Assessment providers must demonstrate the validity of their tools and ensure that they contain highly predictive information to help organizations make informed selection decisions.

### 6. Train Your Staff

Organizations need to educate their staff on what assessments they will be using for various jobs, as well as how to administer and best utilize the information obtained from the assessment. Reputable assessment providers offer [certification training](#) to maximize the organization's return on their investment. Results should be clear and concise so as not to require a professional to interpret the results of the assessment.

**7. Create Pre-Established Performance Metrics**

Organizations need to think about what they want to achieve with their assessment programs prior to investing in the tools and technology. Some of the most popular key metrics include performance results, retention, succession, and hiring manager satisfaction.

Adapted from the article, 8 Best Practices for Implementing Selection Assessments, written by Profiles International.