

# Designing an Assessment Strategy: 4 Steps to a Successful Strategy

Need help designing an applicant assessment process tailored to your specific hiring situation? Just take a look at the steps below:

## Step 1: IDENTIFY WHAT TO ASSESS (A.K.A., the Job Analysis)

- ☑ What work is performed on the job?
  - What tasks are performed?
  - What are the duties or responsibilities of the job?
- ☑ What competencies are needed to do the work?
  - What must be known to do the work?
  - What skills or traits are needed?

## Step 2: DESCRIBE YOUR HIRING SITUATION

- ☑ What is the available budget for assessment?
- ☑ What is the required timeframe?
- ☑ What is the volume of applicants expected?
- ☑ Will you develop your own customized assessment tool or purchase from a vendor?
- ☑ What level of expertise is available to develop and to implement the assessment process?

## Step 3: DETERMINE HOW TO ASSESS

- ☑ Choose the job-related competencies you will assess (based on Step 1)
  - Not all competencies related to job success can be readily assessed
  - Focus on the most critical competencies required upon entry
- ☑ Review assessment tools that are already available or can be developed to assess the competencies
  - Some tools are better than others for measuring specific competencies
  - Make sure the assessment tool is reliable and valid



### Did you know?

Reliability refers to the extent to which the assessment is consistent in what it's measuring.

Validity refers to the extent to which the assessment measures what it's intended to measure.

## Step 4: BUILD AN ASSESSMENT PROCESS

- ☑ Decide how to score the assessment(s); the following are some scoring options to consider:
  - Pass/fail
  - Combine assessment scores; that is, cumulative scoring
  - Scores for competencies assessed are equally weighted
- ☑ Choose the order in which the assessments will be administered

A hurdled (multi-stage) approach can narrow down the pool to the very best applicants, for example:

Stage	Type of Assessment
Hurdle 1: Initial Screening	Minimum requirements screen (e.g., Multiple Choice)
Hurdle 2: Rating Method	Performance-based assessment (e.g., Work Sample Test)



### Did you know?

You should reserve the more resource-intensive assessments for the later stages in the selection process.

For more details on how to develop an assessment strategy that's right for you, check out the interactive [Assessment Decision Tool](#) and companion guide [Assessment Decision Guide](#).