

Assessment Tools

Key Considerations in Evaluating Assessment Tools

When evaluating an assessment tool for use in your organization there are several considerations to be made. Gather all the information you need to evaluate a tool. Have a good idea of what you want it to measure and how you are going to use it. Get a sample of the assessment from the provider and try it on a few individuals who you know well. Ask the assessment provider for technical documentation, read the materials and determine whether there is a compelling case that the assessment is valid and appropriate for your intended use.

Key technical questions to ask when evaluating assessment tools

1. Is the tool appropriate for your intended purpose?
2. What is the psychological theory behind the instrument and what are the origins of the tool?
3. Is the tool sufficiently reliable to permit stable estimates of individual behavior in the work environment?
4. Were the samples used for test validation of an adequate size and were they sufficiently representative to:
 - i. substantiate validity statements
 - ii. establish appropriate norms
 - iii. support conclusions regarding the tools' intended use
5. What is the overall predictive accuracy of the test?
6. Do the test administration procedures replicate the conditions under which the tests were validated and normed?
7. Is the tool biased or offensive in regard to race, sex, native language, ethnic origin, geographic region or any other factors?
8. Is the tool in accordance with the EEOC?

Key questions when assessing a tool provider

The real success of a tool depends largely on the user who is the real differentiator. "Great users, achieve great results". Consider the following:

1. What training, materials, resources and support are available to aid in the interpretation of test results?
2. Does the tool add value to the existing recruitment process?
3. Is the tool available in French, English and other languages?
4. Which other reputable organizations are using the tool?
5. What return on investment is likely?
6. Is the tool simple and quick to administer?
7. Is the test easy to score and interpret?
8. If the test is software driven, what is the ease of use?
9. Is technical support available for software?
10. Is the test web-based?
11. Is the provider a specialist in assessment?

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