

Validity studies are important to ensure the effectiveness of the measures. Training on how to administer the predictor is also needed.

Beyond these general principles, which apply no matter what assessment data are collected, there is other information that the selection decision maker must know about the tangible process of collecting assessment data. Collection of data with respect to testing procedures, tests and test manuals, and professional standards is discussed.

Testing Procedures

Regardless of whether paper-and-pencil or computerized tests are given, certain guidelines need to be kept in mind.

Qualification

Predictors cannot always be purchased by any firm that wants to use them; many test publishers require the purchaser to have certain expertise to use the test properly. For example, they may want the user to hold a PhD in a field of study related to the test and its use. For smaller organizations, this means hiring the consulting services of a specialist to use a particular test.

Security

Care must be taken to ensure that correct answers for predictors are not shared with job applicants in advance of administration of the predictor. Any person who has access to the predictor answers should be fully trained and should sign a predictor security agreement. In addition, applicants should be instructed not to share information about the test with fellow applicants. Alternative forms of the test should be considered if the security of the test is in question.

Not only should the predictor itself be kept secure, but also the results of the predictor in order to ensure the privacy of the individual. The results of the predictor should be used only for the intended purposes and by persons qualified to interpret them. Though feedback can be given to the candidate concerning the results, the individual should not be given a copy of the predictor or the scoring key.

Standardization

Finally, it is imperative that all applicants be assessed with standardized procedures. This means that not only should the same or a psychometrically equivalent predictor be used, but individuals should take the test under the same circumstances. The purpose of the predictor should be explained to applicants, and they should be put at ease, held to the same time requirements to complete the predictor, and take the predictor in the same location.