

scoring system and interpretive report costs from \$25 each for testing 5 applicants to \$17 each for testing 100 applicants. Discounts are thus available for testing larger numbers of applicants.

Any test worth using will be accompanied by a professional user's manual (whether in print or online). This manual should describe the development and validation of the test, including validity evidence in selection contexts. A test manual should also include administration instructions, scoring instructions or interpretation information, and normative data. All of this information is crucial to make sure that the test is appropriate and that it is used in an appropriate (valid, legal) manner. Avoid using a test that has no professional manual, as it is unlikely to have been validated. Using a test without a proven track record is akin to hiring an applicant sight unseen. The *Wonderlic Personnel Test User's Manual* is an excellent example of a professional user's manual. It contains information about various forms of the *Wonderlic Personnel Test* (see Chapter 9), how to administer the test and interpret and use the scores, validity and fairness of the test, and various norms by age, race, gender, and so on. The SHRM has launched the SHRM Testing Center, whereby SHRM members can review and receive discounts on more than 200 web-based tests.²¹

Professional Standards

Revised in 2003 by the Society for Industrial and Organizational Psychology (SIOP) and approved by the American Psychological Association (APA), *Principles for the Validation and Use of Personnel Selection Procedures* is a guidebook that provides testing standards for use in selection decisions. It covers test choice, development, evaluation, and use of personnel selection procedures in employment settings. Specific topics covered include the various ways selection measures should be validated, how to conduct validation studies, which sources can be used to determine validity, generalizing validation evidence from one source to another, test fairness and bias, how to understand worker requirements, data collection for validity studies, ways in which validity information can be analyzed, the appropriate uses of selection measures, and an administration guide.

Principles was developed by many of the world's leading experts on selection, and therefore any selection decision maker would be well advised to consult this important document, which is written in practical, nontechnical language. This guidebook is free and can be ordered from SIOP by visiting its website.

A related set of standards has been promulgated by the APA. Formulated by the Joint Committee on Testing Practices, *The Rights and Responsibilities of Test Takers: Guidelines and Expectations* enumerates 10 rights and 10 responsibilities of test takers. One of the rights is for the applicant to be treated with courtesy, respect, and impartiality. Another right is to receive prior explanation for the purpose(s) of the testing. One responsibility is to follow the test instructions as given. In addition