

## How do I decide?

**Overview**      Selecting an assessment inventory or tool is critical. It can save money, time, and increase learning opportunities for your audiences.

**Process**      Use the following steps to help you decide on an assessment tool:



1      What is the “end game”? Selection, Development, Placement, Basic Self-Awareness?

2      If, then:

If <b>Selection</b> ,	then select the tool with the highest standards of psychometric integrity, supporting research, and that aligns with your hiring/position objectives. For example, the CPI or Hogan tests have withstood numerous court challenges when the appropriate validity work within the organization has been completed.
If <b>Development</b> ,	then select the best designed tool for your learning objectives. For example, if the development goal is to facilitate communication, a “hard core” personality assessment is not as useful as a style based inventory.
If <b>Placement</b> ,	then select a psychometrically proven tool with supporting research related to your position objectives. For example, promotion into management rolls is not the same as being placed on a product team.
If <b>Self-Awareness</b> ,	then select an assessment with the broadest range of insights related to general development goals for the organization. For example, a personality type tool invites looking an one’s way of dealing with daily challenges.

3      Evaluate the assessment’s strength using our suggested guides

4      Access the training needed to use the assessment

5      Run a “pilot group” with the selected tool; evaluate its utility and either implement or examine another tool

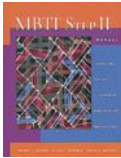
**Note:**      We (Qualifying.org) are regularly contracted as consulting experts to aid organizations in making the correct assessment decision. If you would like this assistance, call us at 336-774-0330 or [info@qualifying.org](mailto:info@qualifying.org).

Guidelines

When evaluating an inventory or assessment tool use the following checklist:

You will need to have a sample of the inventory or assessment, its technical guide or manual, and additional supporting materials that the publisher offers to use this list.

***If there is no manual or technical guide, the inventory or assessment is not worth your time and certainly not your money.***



	Does the technical report or manual clearly state the objectives of the assessment?
	Does the technical report or manual explain how items were selected?
	Does the technical report or manual provide scale definitions?
	Does the technical report or manual provide an explanation of the scores and how scores are computed (e.g. using a norm group)?
	Are there reliability studies which show how the assessment performed over time?
	Are there validity studies which show evidence that the scales are measuring what is intended? For example, if there is a scale measuring initiative, is there a study showing a relationship with people seeking higher levels of responsibility?
	Is the report very accessible in terms of organization and explanations?
	Is the report comprehensive in terms of scales, scores, and interpretative comments?
	Does the report provide action steps or development tips?

Questions

**If you need detailed support or assistance about selecting an assessment, please contact us at 336-774-0330 or [info@qualifying.org](mailto:info@qualifying.org). We provide application training to meet the specific learning needs of groups using assessment tools as part of their development experience.**

**Consider our e-learning course: Using Assessments in Selection and Promotion at <http://www.qualifying.org/about/assessments.php> . You will learn the key steps and stages for using assessment tools for this critical application.**