

Assessment Design

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs a pre-hire assessment for a role — what to test, format, scoring and fairness — to predict on-job performance and filter reliably. Use it to add rigour to selection. For interviews use the Interview Kit & Evaluation Scorecard.

Purpose of this tool & output

Design tests that predict performance

How the output is used

Use it to design tests that predict performance — an assessment design that is valid, fair and role-relevant.

Important cautions

Assessments should be valid predictors of the job, short and fair — poorly designed tests filter out good candidates and can be discriminatory. Prefer work-samples over abstract tests where possible, ensure accessibility, and validate against actual performance over time.

Companion documents

- Sourcing Strategy
- Job Description Builder
- Boolean / Search String Builder
- Candidate Screening & Shortlisting Guide
- Interview Kit & Evaluation Scorecard
- Talent Pipeline / Bench Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.