

JEDInc Consulting

Finding Your Force Within

CHOOSING AN ASSESSMENT TOOL

Here is list of guidelines and questions to consider when choosing employee assessment tools.

BEGIN WITH THE END IN MIND

What do you want to achieve? What issue is present – does your employee have communication issues; do you have a new manager that you want to assess their basic management and / or leadership skills; does your team fail to hold each other accountable; does your team member not work well with others? Do you want a tool that provides only a self assessment or do you want 360-degree feedback (feedback from multiple perspectives/raters)?

ASK GOOD QUESTIONS

When you or your consultant / coach are considering a tool, you want to choose a tool that is predictive, reliable, and valid and has a history and future. The first 3 criteria (predictive, reliable and valid) refer to the science behind the tool. I had a supplier once tell me he doesn't like to work with HR people because they ask questions about predictability, reliability and validity. His unwillingness to talk about the scientific criteria made me suspicious of the tool he was selling. On the history and future criteria – how long has the tool been in use? Does the company continue to invest in the tool? What are the credentials of the tool developer?

CONSIDER YOUR INVESTMENT

The cost to administer assessment tools vary widely. For higher level positions and executives, you may choose to invest more. For 360 feedback, peers and bosses have to invest their time in providing information. Once the assessment is complete the individual or team needs to be committed to follow-up on the results.

UNDERSTAND THE FIT

Does your organization use assessment tools today? Do you have an internal (HR) or external (consultant) partner who can help with the interpretation and application of the assessment? Has the person that will be assessed ever received 360 feedback before?