**Assessment Guide**

A well designed and comprehensive assessment guide will enhance the reliability, consistency and validity of the results of the appointment process.

It should outline how each merit criteria will be assessed along with the selected and developed assessment tools. It should contain sufficiently detailed information to facilitate decision making for the assessment of candidates.

The assessment guide is the responsibility of the sub-delegated manager but can be prepared by the hiring manager in collaboration with the assessment board and the HR Consultant.

The assessment guide could include:

* Process information such as, Branch name(s), Position title(s), Group and Level, Area of Selection and Process number and closing date.
* Names of assessment board members, their position title, group and level.
* All merit criteria, including Essentials and Assets, to be evaluated during the assessment, such as:
* Education
* Experience
* Knowledge
* Competencies
* Abilities
* Personal suitability
* Operational requirements
* Organization needs
* Language profile(s)
* Condition of employment

* Definitions, relative importance (if applicable) and assessment methods for each merit criteria being assessed.
* Questions and scoring criteria, such as correct responses to knowledge questions or expected behaviours/indicators for other types of assessment tools (i.e. simulations, behavior based questions or reference checks).
* The assessment rating scale which could include numerical scores, qualitative (narrative descriptors), or be on a “meets/does not meet” basis. The pass-mark or minimum standard must be identified.
* The type of pool to be created (fully assessed, essentially qualified, or partially assessed).

**Notes and Considerations**

* The [departmental competency dictionary and profiles](http://iservice.prv/eng/hr/cbm/index.shtml) is available to assist you with defining the merit criteria.
* The assessment guide can be useful when providing feedback during informal discussion.
* In the course of monitoring and audit activities, or in the case of an investigation or complaint, the guide can provide insight into the manner in which information was gathered and used in the appointment process and to support the selection decision.

**Need more information?**

Contact your HR Consultant by submitting a request in the [Human Resources Service Centre (HRSC)](http://hrsc-csrh.prv/).