Checklist for Evaluating Pre-Employment Tests

☐ JOB CONSIDERATIONS

Target position:
Key success factors to assess:
Number of positions to fill:
Size of applicant pool:
When the position needs to be filled:

☐ TEST CHARACTERISTICS

Test name:
Test developer:
Test type:
- Cognitive ability
- Integrity/honesty
- Job knowledge
- Personality/conscientiousness
- Simulation/work sample
- Other

Key success factors assessed:
Does technical documentation include:
- Compliance with testing standards and legal requirements
- Evidence of validity (content, construct, or criterion)
- Evidence of reliability
- Estimate of adverse impact

☐ ADMINISTRATION

Facilities needed (onsite or remote):
Device options for candidates (e.g., PC, tablet, smartphone):
Staffing requirements:
Training and / or certification requirements:
Test time:
User guide:

☐ COST AND ROI

Test price or license fee:
Fee to integrate with ATS:
Training and certification fees:
Administrative costs:
Ongoing support fees:
Value-added features and services:
Estimated ROI:

☐ OVERALL EVALUATION

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