



Recruiting & Search  
Outplacement  
Human Resource Consulting  
Assessments  
Talent Management

## **Have You Used Assessments Lately?**

Like other aspects of Human Resources, the world of workplace tests and assessments is constantly changing. Skills tests are specialized, personality assessments are industry specific and most tools are becoming available online. Many companies have used assessments in the past but may have stopped for a number of reasons including the inability to administer them, cost, legal concerns, or simply disappointment in the results themselves.

Today, assessments are used for a wide variety of purposes and their benefits clearly outweigh their costs. Though still frequently used as part of the pre-employment selection process, assessments are also playing an integral role in leadership/management coaching, succession planning and individual career development. They not only provide an objective evaluation of work strengths, weaknesses, values and preferences but also assist managers in recognizing and appreciating individual differences.

Managers can apply this knowledge to better utilize an employee's talents, identify developmental opportunities and facilitate communication among staff members. The result is a more productive and motivated workforce, increased retention and reduced turnover.

### **Legal Concerns**

Organizations may be apprehensive about the legality of assessments concerning fairness and adverse impact. As the result of extensive research, the validity of quality assessments has been established and documentation of such is now available. A valid assessment or test is one that actually measures what it says it measures (e.g., Ambition or Interpersonal Sensitivity). Due to the rigor and time required, many assessments and tests have not demonstrated their validity, making it crucial to use only those tools that are developed and administered by reputable organizations.

Companies can further ensure the assessments are used properly by selecting those that measure qualities, skills and characteristics that are relevant to the job at hand. With the increasing development and sophistication of tests and assessments, this is becoming easier to do. Developing job or company benchmarks and ensuring that assessments and tests are professionally administered and interpreted produces fair, accurate and beneficial results.

### **A Test for Everything?**

Need a test to measure cost accounting or purchasing skills? What about blueprint reading, welding, knowledge of basic litigation or human resources? Tests and assessments for these abilities, and more, are readily available. Tests are also available for accounting, call centers, healthcare, industrial, office, professional, software and technical occupations. Many can be administered on-line and an increasing number are accessible in numerous languages.

If you're interested in improving communication and interpersonal interactions throughout the organization, enhancing employee morale, productivity or job satisfaction, consider assessments and tests as your tools to help meet these goals. By accurately and objectively determining whether an applicant or employee has the right qualities to meet position and company requirements, you will be well on your way to both individual and organizational success.

If you have not used assessments lately as an aid to your pre-employment selection or staff/leadership development process you may want to give them another try!

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