

Psychometric Assessment Policy

Oxfordshire County Council uses psychometric assessments to enhance the information obtained about individuals in an objective manner for the purpose of recruitment selection, development, team building, career counselling and redeploying employees.

The assessments objectively measure test takers against criteria critical for success in a post to improve the match between the person and the job and promote personal development.

We are committed to the highest standards of practice in the use of all psychometric assessments in order to promote fairness and equality of opportunity.

Scope

The term 'assessment' in the context of this policy applies to psychometric measures of ability, aptitude or attainment and measures of personal qualities such as motivation, personality, temperament, values and interests.

This policy applies to all assessment users namely, administrators, interpreters, line managers and external consultants and to all participants/takers.

The Policy

1. Only trained users who hold the current relevant qualifications will administer, interpret and feedback psychometric assessment results.
2. Each user will ensure they use assessment to the highest professional standards and only in accordance with this policy.
3. Users will be open and honest about the use of assessments and provide suitable practice materials in advance of testing.
4. Assessments will only be used for recruitment selection, development, team building, career counselling and redeployment purposes.

5. All psychometric assessments used will be clearly relevant to the given purpose and of proven quality. Where they are used for recruitment selection purposes they will relate to the selection criteria for the post.
6. Reasonable adjustments will be made for candidates who have a disability where possible. Candidates should notify HR in advance of the assessment session to ensure adjustments can be made.
7. Note will be taken in the interpretation of results where English is not a candidate's first language. Candidates should notify the tester if English is not their first language.
8. All candidates will be offered confidential feedback of their assessment results by a qualified user.
9. Assessment scores will be interpreted on the basis of the most relevant comparison group. They will not be used as a sole basis for recruitment selection but will be considered in addition to other reliable sources of information about the candidate.
10. For recruitment selection purposes a candidate's test results are valid for any similar position with the County Council for 12 months from the date of testing. Candidates may be re-tested before 12 months has elapsed at the discretion of the user and in consultation with the candidate. Senior staff (Tier 3 and above) will normally be expected to participate in assessments as part of any recruitment and/or development activity (e.g. WAVE, Leadership Judgement Indicators etc.).
11. Results generated from a recruitment selection process will be kept confidentially by users in locked files and will be destroyed after 12 months.
12. The results of candidates successful in job applications or results generated by career counselling, personal development or redeployment will be kept confidentially in locked files only to be accessed by trained users. The results may be used for validation purposes only with the permission of the respondent. All results will be destroyed after 3 years.
13. Users will ensure that all assessment materials are securely stored. No assessments will be released unless under formal assessment situations. Under no circumstances will any materials be copied or installed on computers/multi-media devices without the publisher's permission.

Strategic HR

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