Options for assessing candidates

# Assessment methods you can design yourself

* **Structured interviews** provide a way to meet candidates and assess them in a consistent manner. While interviews have been the most common used assessment method across the public sector, they have some limitations so are best used in conjunction with other assessments.
* **Telephone or video screening interviews** are useful ways to gather information about a candidate’s communication, interpersonal or leadership capabilities. They add extra context to information provided in the written application so a more informed assessment can me made of suitability or competitiveness
* **Group interviews** allow larger volumes of candidates to be assessed at the same time efficiently. These interviews can also take place in assessment centres where multiple activities are designed to assess the cognitive and social abilities of candidates to collaborate, work together, solve problems.
* **Unstructured interviews** are informal and flexible, with no fixed set of questions, although typically there is a defined purpose. This interview type enables assessors to explore areas of interest/relevance that is specific to the individual candidate. They are often used towards the end of a selection process.
* **Casual interviews** may just be you and the candidate in an informal setting, where it is relaxed and you want to find out more information about the candidate or you want to do an individual assessment.
* **Work-based tests** measure critical knowledge and skills that is needed to perform the job effectively, such as ability to use equipment/software, write a briefing note, identify IT network requirements and propose a consultation strategy for a specific policy matter. Someone who knows the job well can design the assessment test and define the required standards.

# Assessments you will need a certified user to administer

* **Cognitive ability tests** are usually timed and completed online. They can tell you how well the candidate can solve problems and apply logical thinking – a skill that is essential for most jobs.
* **Personality inventories** identify the thought processes and behavioural traits of candidates. They can be broad or have a specific focus, such as customer service skills, emotional intelligence or leadership/managerial. You can choose to incorporate all of the traits into your assessment or only some, depending on the criteria you are assessing.
* **Integrity tests** measure attitudes and experiences that are related to integrity, such as an individual’s tendency for honesty, trustworthiness, dependability, reliability and pro-social behaviour.
* **Risk tests** measure workplace safety, which predict the likelihood of a person engaging in a range of risk-taking behaviour, or condoning risky behaviour in others. They predict the probability of being involved in accidents and injuries at work.