

## Screener scorecard

Do you find yourself turned off by test vendors' psycho-speak? Then use the key questions below to help you in your selection of an online screening test.

The left-hand column lists key criteria recruiters need to consider when choosing an online questionnaire, test or tool. The middle column suggests some of the key features to look for. The right-hand column is free for you to add in your 'score' for each vendor you assess, where a score of 1 = 'poor' and 4 = 'excellent'.

What to ask ...	What to look for ...	Score
<b>Type of online tool/test required</b> Which test best suits our circumstance of high candidate volume, clear candidate criteria, and limited HR resources to handle applications?	Should recommend a straight screening tool at application stage; no need for full-blown psychometric test.	<input type="checkbox"/>
<b>Candidate cheating</b> How does your test prevent or minimise candidate cheating?	Should mention on-site re-testing of selected candidates, or preferably 'item banking' – new function that allows automatic generation of random questions; or may mention 'time-outs' when the test literally stops after a certain period of time, but this is controversial, as it may discriminate against less PC-literate candidates.	<input type="checkbox"/>
<b>Equal opps</b> How do you ensure your test doesn't discriminate against different disadvantaged candidate groups?	Should show how system allows for candidates with disabilities, and those with lower English and computer literacy.	<input type="checkbox"/>
<b>Technology issues</b> 1. How compatible is your test/tool with different versions of the main browsers?	Should show test is compatible with most <i>popular</i> and most <i>recent</i> browser versions, how they update browser compatibility (and how much it will cost you to update).	<input type="checkbox"/>
2. How 'scalable' is the test? (ie what happens if everyone tries to take it at the same time?)	Should show capacity of system ie no. of users who can take test simultaneously without system falling over	<input type="checkbox"/>
<b>'Familiarity fatigue'</b> How does the test prevent or manage candidate 'familiarity fatigue' with the test, when candidates become too familiar with the questions?	Should start talking about item banking again, and the most advanced may mention the up-and-coming development 'dynamic' questionnaires (libraries that allow you to create your own tests)	<input type="checkbox"/>
<b>Measurement</b> 1. What evidence have you to show the effectiveness of your test?	Should be able to quote typical screen-out rates, for example, and/or other evidence to show no quality candidates are missed.	<input type="checkbox"/>
2. How do results of the online test compare with its offline equivalent?	Should show result equivalence, ideally, and be able to explain any differences, eg online not controlled environment.	<input type="checkbox"/>