Validation Checklist

When establishing any assessment strategy, it is important to be able to demonstrate validity for the assessment tool or process. Any employment practice challenge or litigation will take place in court, so it makes sense to think of establishing validity as building a case. The more items on the checklist below that can be checked off for the assessment process, the stronger the case becomes for that process. Each item includes an example of how the item could be demonstrated.

- ✓ The assessment tool or process demonstrates criterion-related validity (i.e., performance on the assessment is predictive of performance on the job)
    - o Performance on the assessment (by either candidates or current employees) is positively correlated with performance in the position
- ✓ The assessment tool or process demonstrates content validity (i.e., tasks performed in the assessment mimic the tasks of the actual job)
    - o The assessment tool is similar to the tasks of the job as defined in the job analysis
- ✓ The assessment tool or process demonstrates construct validity (i.e., the competencies measured by the assessment are linked to the tasks performed on the job)
    - o Competencies identified in the job analysis are linked to the tasks by SMEs (only competencies that link to one or more task are included)
- ✓ The assessment tool or process demonstrates face validity (i.e., applicants completing the assessment can see a clear link between the assessment and the work performed in the job)[1]
    - o Applicants report that the assessment seems fair and job-related on post-assessment surveys or other formal feedback
- ✓ SMEs involved in the job analysis for the position or development of the assessment possess a high degree of expertise and experience with the job
    - o Qualifications of SMEs are well-documented within the job analysis results
- ✓ Assessments are developed by personnel with an appropriate level of test development expertise (e.g., assessments with a high level of psychometric complexity are created by experienced test development professionals)
    - o Qualifications and experience of test-developers are well-documented
- ✓ The methodology for the job analysis and assessment development and administration are well-documented
    - o Methods used are outlined in a thorough technical report
- ✓ Special care is taken to choose assessment options that traditionally result in less adverse impact[2]
    - o Use assessment tools that are low in subgroup differences, monitor selection rates, and make adjustments to the assessment and selection process if adverse impact is occurring

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[1] If there is not an obvious link for candidates between the assessment tool and the job, explain to them how the assessment is job-related or measures job-related competencies.

[2] See chart on OPM's Assessment Considerations page for more information on subgroup differences and assessment tools: https://www.opm.gov/policy-data-oversight/assessment-and-selection/other-assessment-methods/assessment-method-considerations/