

Checklist Swiss Assessment Certification

1 Context and clarification of the mandate

Checkpoint 1: Clarification of the contractual relationship

? Are the goals and conditions of the contract of the AC as well as the consequences for the participants clarified and communicated before the elaboration and execution of the AC and is this done in a concrete manner?

! Minimum requirement: the contractual relationship is recorded in writing.

Checkpoint 2: Independence of AC-Providers (internal or external)

? Are the internal or external AC-Providers capable of giving recommendations without a conflict of interests?

! Minimum requirement: internal or external AC-Providers are seen as service providers, who can and should give recommendations independently.

Checkpoint 3: Scientific models

? Is the AC-Provider able to disclose the scientific models, which serve as the base of the AC construction?

! Minimum requirement: the client has the right to know about the scientific background of the tools used e.g. simulations of behaviour, personality tests, intelligence tests. In other words, the AC-Provider has to be able to discuss the scientific background supporting his approach.

2 Work and Requirements Analysis

Checkpoint 4: Analysis of the specific requirements

? Is the AC systematically performed on the basis of the work and requirements analysis?

! Minimum requirement: point of reference for the analysis is the specific, questioned activity in the relevant enterprise. For the collection of the relevant information representatives and stakeholder groups were involved in a systematic manner.

3 Exercise conception

Checkpoint 5: Variety of methods and multiple coverage of the dimensions

? How many methods are employed in the AC? Is each dimension usually evaluated more than once?

! Minimum requirement: a group or individual AC consists of at least four different methods and each behavioural dimension is evaluated at least twice. At least two exercises imply explicit observation of behaviour.

4 Observation and Rating

Checkpoint 6: Systematic observation of the behaviour

? Is the majority of the AC based on a systematic observation of the behaviour?

! Minimum requirement: the relevant behaviour is observed and evaluated in a systematic and reasonable manner in two exercises as part of the AC concerned.

Checkpoint 7: Structured evaluation template

? Do the assessors get a structured evaluation template?

! Minimum requirement: the evaluation of the behaviour and the performance of the participants are based on a structured evaluation template

Checkpoint 8: Ratio Assessors – Participants

? Is the number of assessors and participants in an appropriate ratio per exercise?

! Minimum requirement: each AC participant is observed and evaluated for the same dimension in each exercise based on observation of behaviour by two assessors.

5 Selection and preparation of the assessors

Checkpoint 9: Education

? Are the parties concerned (provider, assessors) educated adequately?

! Minimum requirement: the persons responsible of the AC-Provider have a recognized qualification or further education at a college (Bachelor, Licentiate, Master, MAS). The observers must have finished an assessor training.

Checkpoint 10: Experience

? Do the assessors have sufficient experience?

! Minimum requirement: the majority of assessors were field-tested in at least 100 assessments during the last three years.

Checkpoint 11: Period of employment

? How long-term is the cooperation between the AC-Provider and the assessors?

! Minimum requirement: the majority of assessors worked for two or more years for the AC-Provider.

6 Preselection and Preparation

Checkpoint 12: Preselection of the Participants

? Are the participants nominated based on reasonable criteria and do they have a realistic chance of success?

! Minimum requirement: the criteria for a nomination are clearly defined. The connection to the career structure and qualification criteria is visible.

Checkpoint 13: Information for the participants

? Are the participants informed about the purpose, the consequences and the procedure of the AC?

! Minimum requirement: the participants are informed in advance about the purpose and consequences of the AC. All participants receive the same information regarding the procedure.

7 Preparation and Execution

Checkpoint 14: Schedule and Premises

? Does a differentiated and clear schedule exist for all participants (assessors and participants) and do the premises ensure a confidential procedure without interruption?

! Minimum requirement: the existing schedules are clearly structured and comprehensible also for outsiders. The execution is spatially divided from other events (e.g. in a seminar hotel). The premises have an adequate infrastructure.

8 Feedback and Follow-Up

Checkpoint 15: Feedback

? Do the participants receive a significant feedback as part of a personal conversation in a confidential setting?

! Minimum requirement: The participants receive a feedback not later than two months after completion of the AC.

Checkpoint 16: Discretion

? Does the AC-Provider ensure discretion regarding the information received from clients and participants?

! Minimum requirement: The self-commitment regarding discretion is visible.

Checkpoint 17: Data protection

? Does the AC-Provider handle confidential data adequately?

! Minimum requirement: The rules of data protection are adhered to.

9 Evaluation

Checkpoint 18: cooperation with scientific units

? Does the AC-Provider show willingness to work together with scientific units?

! Minimum requirement: participation of an assessor once a year at an advanced training by Swiss Assessment, active collaboration in a working group of Swiss Assessment, contribution in a professional journal, active support of the work of a student, teaching assignment on the subject of AC at a recognised educational institution.

Checkpoint 19: Evaluation

? Is the AC regularly checked regarding their prognostic and social validity?

! Minimum requirement: the AC-Provider evaluates its AC regarding the criterion and social validity. A connection to the scientific theories based upon is visible.

10 Focus on aspects within the company

Checkpoint 20: Quantitative Aspects

? How many AC-participants were assessed during the past three calendar years?

! Minimum requirement: 100 participants were assessed during the past three years.

Checkpoint 21: Share of Turnover

? Is it visible by the amount of share turnover, which is generated by AC-Services, that AC is a principal activity of the provider?

! Minimum requirement: The operational turnover generated by AC adds up to 50% at external AC-Providers or correspond to an amount of one million CHF.

Checkpoint 22: Stability and Loyalty of Clients

? Was the AC-Provider able to exist on the relevant market for more than three years and **is** long-term cooperation with clients verifiable?

! Minimum requirement: The formation of the company of the AC-Provider dates back three years. External AC-Providers have a cooperation of several years with a client.