

Assignment: Pre-Employment Testing

There are a variety of pre-employment tests that can be used to obtain additional information about applicants. In this Assignment, you will be assessing and making recommendations on what types of employment tests to use in an organization.

Learning Activity

It is strongly recommended that you complete this [Learning Activity](#) after completing all the unit Readings and before beginning your Assignment. This will help you practice important concepts related to skills needed for the Assignment.

Assignment:

Before starting this Assignment, review the Assignment Checklist below. Then, in a Word document, write a 2–3 page paper addressing the following scenario.

Select an organization to use for this Assignment. This could be your current or previous employer or another organization of your choice. You have been hired as a consultant to recommend a plan for using pre-employment tests as part of the hiring process. In your report you must include a response to the following areas:

1. Describe the purpose for using pre-employment tests.
2. Identify which pre-employment test(s) you would recommend for the organization and explain why.
3. Summarize some potential legal issues that can occur with the use of pre-employment tests.
4. Describe why test validation is important.

Assignment Checklist:

- This Assignment should be a 2–3 page Word document, in addition to the title and reference pages.
- It must be written in Standard English and demonstrate exceptional content, organization, style, and grammar and mechanics.
- Respond to the questions in a thorough manner, providing specific examples where asked.
- Your paper should provide a clearly established and sustained viewpoint and purpose.
- Your writing should be well ordered, logical and unified, as well as original and insightful.
- A separate page at the end of your research paper should contain a list of references, in APA format. Use your textbook, the Library, and the internet for research.

- Be sure to cite were appropriate and reference all sources. Your sources and content should follow proper APA format. Review the APA formats found in the Writing Center.
- Review the grading Rubric to ensure all points have been captured in the paper.

Directions for Submitting your Assignment

Be sure to respond to all the questions using the critical elements listed in the Assignment Checklist. Submit your Assignment in a separate Word document by the end of the unit by clicking the Dropbox tab and selecting **Unit 7: Assignment** from the dropdown menu, then attach your file. Make sure to save a copy of your work and be sure to confirm that your file uploaded correctly.

Unit 7 Assignment: Pre–Employment Testing		
Content and Analysis	Points Possible	Points Earned
Describe the purpose for using pre-employment tests.	10	
Identify which pre-employment test(s) you would recommend for the organization and explain why.	15	
Summarize some potential legal issues that can occur with the use of pre-employment tests.	10	
Describe why test validation is important.	10	
Writing style, grammar, and APA format.	5	
Total	50	