COURSE SYLLABUS

Assessment Design and Validation for Federal Hiring (Self-Paced)

Move past the self-report questionnaire: design skills-based federal assessments that are valid, defensible, and fast.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/assessment-design-and-validation-for-federal-hiring



support@graduateschool.edu •
(888) 744-4723

Course Outline

Competency and Job Analysis

- The role of assessment in federal hiring
- Translating position duties into measurable competencies
- Identifying critical tasks, knowledge, skills, abilities, and other characteristics
- Establishing competency importance and proficiency levels
- Using subject-matter experts in the job-analysis process
- Documenting the relationship between job requirements and assessment content

Assessment Strategy and Process Design

- Defining the purpose and objectives of an assessment
- Comparing single-stage, multiple-hurdle, and compensatory strategies
- Sequencing assessment stages to balance quality, efficiency, and applicant burden
- Selecting cut scores and advancement criteria
- Considering applicant volume, resources, and time-to-hire
- Aligning the assessment strategy with the hiring process

The Federal Assessment Toolkit

- Occupational questionnaires and the limits of self-report
- Structured interviews
- Work samples and performance-based exercises
- Situational judgment tests
- Cognitive, technical, and competency-based assessments
- Using USA Hire within a broader assessment strategy
- Matching assessment methods to the competencies they measure best

Validity and Job-Relatedness

- The principles of validity, reliability, and job-relatedness
- Content validity
- Criterion-related validity
- Construct validity
- Selecting an evidence strategy appropriate to the assessment
- Applying the Uniform Guidelines on Employee Selection Procedures
- Maintaining documentation that supports assessment validity

Adverse Impact and Legal Defensibility

- Recognizing potential barriers within an assessment process
- Applying the four-fifths rule
- Interpreting selection-rate and adverse-impact data
- Evaluating alternative assessment practices
- Balancing validity, consistency, and equal employment opportunity requirements
- Preparing assessment documentation for audit or challenge

Structured Evaluation and Defensible Rating

- Developing structured interview questions and assessment exercises
- Creating behaviorally anchored rating scales
- Defining scoring criteria and acceptable evidence
- Training subject-matter experts, interviewers, and raters
- Improving inter-rater consistency
- Documenting scores and assessment decisions
- Recognizing common rating errors and sources of bias

Evaluating Assessment Effectiveness

- Measuring time-to-hire and assessment efficiency
- Evaluating quality of hire and post-selection outcomes
- Reviewing applicant progression and assessment completion data
- Monitoring reliability, validity, and adverse impact over time
- Identifying when an assessment should be retained, revised, or retired
- Using assessment results to improve future hiring strategies