How to Convert a Crediting Plan to an Assessment Questionnaire

If you have a current crediting plan, supported by a previous job analysis, you can convert the crediting plan into an assessment questionnaire.

Converting the Content of a Crediting Plan to an Assessment Questionnaire

<table>
<thead>
<tr>
<th>Step 1. Review the Crediting Plan</th>
<th>Step 2. Identify Important Job Tasks</th>
<th>Step 3. Group Similar Job Tasks</th>
<th>Step 4. Identify/Develop Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Read and make a list of all the content areas (KSAs/competencies) for the target position.</td>
<td>☐ Make a list of the important job tasks, behaviors, activities, etc., described for each of the KSAs.</td>
<td>☐ Group relevant tasks, behaviors, etc., under each content area you have identified.</td>
<td>☐ Select suitable assessment questions for each content area.</td>
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<tr>
<td>☐ Note the appropriate grade levels.</td>
<td>☐ Underline the important ‘key words’ that distinguish each task, behavior, etc., from the others.</td>
<td>☐ Evaluate remaining job tasks, behaviors, etc., to determine if additional content areas should be included.</td>
<td>☐ Ensure there is a broad enough set of questions to cover the overall position for each relevant grade.</td>
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</tbody>
</table>

Review Process

A two-tiered review is recommended as good practice. A two-tiered review includes an internal review (e.g., peers, hiring manager, or other subject matter experts (SME\(^1\))) and an external review (e.g., appropriate SMEs and customers).

1. Internal Review

The resulting questionnaire is reviewed to ensure the:

- qualifications are being properly assessed;
- competencies and tasks are job-relevant;
- items and rating scales are appropriate; and
- questionnaire is user-friendly and contains no grammatical errors or omissions.

2. External Review

The goal of an external review is to have the SMEs:

- verify that the content areas are critical and needed at entry;
- review the items for accuracy, clarity, importance, editing, rewording, additions, and deletions; and
- verify that the items are likely to meaningfully distinguish among applicants.

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\(^1\) An SME is a person with expert knowledge about what it takes to do a particular job. Many people can serve as SMEs (e.g., first-level supervisors, high-performing incumbents in the same or similar position) as long as they have current and thorough knowledge of the job's requirements.