

# From a Crediting Plan to an Assessment Questionnaire in 4 Easy Steps

Did you know that if you have a current crediting plan, supported by a previous job analysis, you can convert the crediting plan into an assessment questionnaire? Here's how:

## Converting a Crediting Plan to an Assessment Questionnaire

Step 1. Review the Crediting Plan	Step 2. Identify Important Job Tasks	Step 3. Group Similar Job Tasks	Step 4. Identify/Develop Items
<ul style="list-style-type: none"><li><input type="checkbox"/> Read and make a list of all the competencies for the target position.</li><li><input type="checkbox"/> Note the appropriate grade levels.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Make a list of the important job tasks, behaviors, activities, etc.</li><li><input type="checkbox"/> Underline the key words that distinguish each task, behavior, etc., from the others.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Group relevant tasks, behaviors, etc., under each competency identified.</li><li><input type="checkbox"/> Evaluate remaining job tasks, behaviors, etc., to determine if additional competencies are needed.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Select suitable assessment questions for each competency.</li><li><input type="checkbox"/> Ensure there is a broad enough set of questions to cover the overall position for each relevant grade.</li></ul>

## Review Process

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

1. *Internal Review* - The resulting questionnaire is reviewed to ensure the:

- Qualifications are properly assessed
- Competencies and tasks are job-relevant
- Items and rating scales are appropriate
- 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 competencies are critical and needed at entry
- Review the items for accuracy, clarity, and importance; edit, add, and/or delete items, as needed
- Verify that the items are likely to make meaningful distinctions among applicants



### **Did you know?**

A 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 positions) as long as they have current and thorough knowledge of the job's requirements.