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

<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 competencies for the target position.</td>
<td>❑ Make a list of the important job tasks, behaviors, activities, etc.</td>
<td>❑ Group relevant tasks, behaviors, etc., under each competency identified.</td>
<td>❑ Select suitable assessment questions for each competency.</td>
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<tr>
<td>❑ Note the appropriate grade levels.</td>
<td>❑ Underline the key words that distinguish each task, behavior, etc., from the others.</td>
<td>❑ Evaluate remaining job tasks, behaviors, etc., to determine if additional competencies are needed.</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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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.