

Finding Potential

Before Using Personality Questionnaire



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Before Using the Questionnaire

Deciding Whether to Use

Before using any psychometric tool, recruiters need to consider a number of points to ensure its use is both ethical (i.e. its use will not have a negative impact on a candidates' well-being) and adds value (i.e. it is being used effectively).

The checklist below is to help ensure you have taken all the necessary steps before using the tool. If you can't say Yes to all of these questions, you should review your decision to use a personality questionnaire.

Recruitment Checklist

Have you got a clearly defined set of ethical/best practice guidelines in place?

(NB The following points should feature within your guidelines)

- Have you properly reviewed the job to understand how a personality questionnaire will add value to your selection process?
- Have you defined how different scales relate/link to job competencies/responsibilities?
- Have you created some key questions to explore during the feedback interview?
(The FindingPotential website has some supporting material in this area)
- Is the questionnaire to be used as part of the decision making process (i.e. not the primary or only source)?
- Are the people giving the feedback properly briefed to do so?
- Have you put in place a process to ensure a candidate has the opportunity to gain additional feedback/understanding?