

Why You Should Use Pre-Employment Assessments As Part Of Your Hiring Process

Hiring is hard.

If you've ever had a hand in hiring employees for your business or a business you work for, you know that. Whether you're replacing the CEO of a Fortune 500 company or a housekeeper at your hotel, finding the best candidate for the job is difficult.

Everything from the initial job post to screening applicants and then interviewing the selected few requires thought, care, and attention to detail.

The last thing any company wants to do is hire and train a new employee only to have to replace them a few weeks or months later and do it all over again. That's a colossal waste of time and resources that every business should do without.

Business owners and recruiters use many methods to try to predict a candidate's ability to perform the job and fit in with the company culture. One of those methods is the use of a pre-employment assessment.

If done correctly, a pre-employment assessment can give you a good idea of how a job candidate will work out before you ever hire them.

In this article below, we will learn about pre-employment assessments, their uses, and their benefits.

What Is A Pre-Employment Assessment?

If you're looking to hire an employee whose primary job function will be to give presentations to clients, you don't want to hire someone with a crippling fear of public speaking. If you're looking for a computer programmer, you want to be sure the candidate you wish to hire actually knows the programming languages she listed on her resume.

Figuring these things out is easier said than done. Truth is, people will lie when they really want or need a job. The candidate will tell you they're not afraid of giving presentations, or that they do know all the programming languages you require them to know. It's only when you've hired them that you find out that they weren't exactly telling the truth.

It's even harder to tell if someone is going to fit in with your company culture. Formal background checks and calling references is a great place to start to find out if your candidates are telling the truth. Pre-employment assessments are another great tool to use during the hiring process.

A pre-employment assessment is any tool or method used to evaluate job candidates with consistency. These assessments can range from hard skill tests (like typing and programming) to other tests, like personality assessments.

Things To Consider Before You Do a Pre-Employment Assessment

You only want to ask the most qualified candidates to take a pre-employment assessment.; don't ask every candidate you interview to do it. This is a waste of everyone's time and your resources. Only ask the candidates who you consider finalists for the position.

Also, unless you are willing to pay the candidates to take the assessment, make sure there's a time limit. Any assessment you ask a candidate to complete is taking time out of their busy schedule, so you should be mindful of that. You should never ask a candidate to dedicate more than an hour or two to your assessment if it's unpaid.

Make sure the pre-employment assessment isn't something you will use in your business. If you ask a coder to write a line of code, then you decide not to hire them, don't use the code they wrote in your business. Don't ask a copywriter to write a sales page and then use it without hiring them. Even if you don't hire the candidate, they must be compensated for anything they produce that you use in your business.

Otherwise, it's stealing.

Finally, make sure the pre-employment assessment relates directly to the job. Don't make an administrative assistant write a line of code, and don't make a cashier do a

sales presentation. It seems like common sense, but it's important to tailor each pre-employment assessment to the job you're filling.

Different Pre-Employment Assessments

There are a variety of assessments you can give to job candidates. We've already touched on a few. Below is a list of a few options of the assessments you can use when hiring employees.

Technical Skills

Technical skills are very easy to list on a resume. They're much harder to actually learn. Your applicant's resume can make him look like he's an ideal candidate, but his real-world skills might not match up. While they might not be outright lying, skills are often exaggerated.

Or, they might not know any better. Their idea of being proficient in Photoshop might not live up to what you need them to be able to do. If you have someone currently employed who is doing the job that you are hiring for, they will be best suited to design the assessment for the job.

Presentation Skills

This is another important skill to assess. Most people will convince themselves that they can give a good presentation, but when the spotlight's on them, they freeze.

There's also more to presentations than just standing up in front of people. Can they create engaging slides? Can they answer questions during the presentation without losing their train of thought? Even if they aren't nervous, can they speak clearly and coherently?

All of these questions can be answered with a pre-employment assessment.

Customer Service

It takes a special person to have the calm and patience needed to be a good customer service representative. These employees are on your front line, so you need them to be good.

Customer interactions with your customer service reps can make or break their experiences with your business. So, it is essential that you hire people that are capable of fulfilling the job duties.

The best way to assess this is to roleplay. Have one of your current employees play the role of an irate customer. Then have them play the role of a kind customer, but that wants something they can't have. How do they respond to customers that just need to be heard and made to feel like they've been taken care of?

You get the point. Remember, though; the candidate hasn't been trained on your specific company protocols, so don't grade them off of that. Instead, look at the candidate's overall performance and decide whether or not they can be trained up to your performance standards.

Consider Using Pre-Employment Assessments As Part Of Your Hiring Process

Hiring is hard, yes. However, with the right tools, it can be made a little easier. A pre-employment assessment is one of those tools that can make it easier for you to hire your ideal candidate.

The goal of pre-employment assessments is to determine if the person you want to hire is capable of doing the job, while also giving you an idea of how much training they will need. Although you want the candidate to be able to perform the duties specific to the job, you should never expect perfection.

Another thing to keep in mind is that things today are in a constant state of change, so you also want someone eager and able to learn new skills. A pre-employment assessment can also help you with that.