Pre-employment tests help companies determine which applicants are most qualified (and suitable) for a particular job role. These tests evaluate the candidates' suitability for a particular role through job-knowledge tests, personality traits, intelligence, and physical ability. Organizations must ensure that their pre-employment tests are compliant with the guidelines provided by EEOC (Equal Employment Opportunity Commission) and other laws.
Who is This Guide for?

This pre-employment testing guide is a comprehensive guide for recruiters, hiring managers, recruitment managers, HR people, as well as job candidates – especially in technology companies.

This guide will walk you through the use, benefits, common mistakes, and best practices of pre-employment tests in detail.

History of pre-employment testing

Pre-employment tests were formally first used to recruit for the US Army in World War 1: the Army Alpha & Beta tests and were administered to over 1.75 million recruits.

The Army Intelligence Test

- The place - The USA
- The time - the outbreak of the great war - (World War 1: 1914 - 1918)
- Robert Yerkes - psychologist persuaded the US military to administer IQ tests to 1.75 million army recruits

source: Psychological test for recruits at Camp Lee, VA, 1917

With pre employment testing, the US Army had goals very similar to employers today. Some requirements for the test were:

- It should be a high degree of validity as a measure of intelligence
- Should be arranged for objectivity of scoring and the elimination of personal judgment concerning correct answers
- The test must be made as completely independent of schooling and educational advantages as possible
- The different tests used should be arranged to yield an accurate measure of intelligence in a reasonably short time
Whether the Alpha & Beta tests were successful or not for their intended purpose is up for debate, but the US Armed Forces have kept updating their recruitment process and administer the Armed Services Vocational Aptitude Battery (ASVAB) to this day to select recruits.

Why pre-employment testing important for hiring?

On an average, companies in the United States spend about $4,000 to hire a new employee and it takes them up to 52 days to fill a position source

By using pre-employment testing, companies can

- Remove irrelevant candidates from the process as quickly as possible
- Get hiring managers to spend time with the right candidates
- Remove bias from hiring decisions and processes
- And finally, find the candidates that are most likely to succeed

Pre-employment testing has come a long way since its inception during World War 1. For that matter, it has vastly changed from the days when companies use to take pen & paper tests on their premises.

To align with the disruption caused by technology proliferation, today, organizations have moved to more sophisticated & simulation-based online pre-employment tests. Candidates can take these tests at any time & any place.

“

The secret to my success is that we’ve gone to exceptional lengths to hire the best people in the world.

- Steve Jobs
Apart from the common benefits, modern online pre-employment tests also serve a bigger purpose in the overall hiring process.

While making the recruitment process faster, sustainable, and more objective, pre-employment tests also help organizations-

- Deliver a stellar hiring experience to the candidates
- Bring hiring managers & recruiters on the same page
- Help in hiring a diverse workforce without biases
- Ensure a legally compliant & fair hiring process
- Attract quality candidates & help in employer branding
- Improve employer branding
- Provide insights to improve talent acquisition strategies

“Almost 90 percent of firms that test job applicants say they will not hire job seekers when pre-employment testing finds them to be deficient in basic skills” (Greenberg, 1996, p. 24).

Benefits of Pre-employment Testing: How Various Stakeholders Benefit from a Modern Pre-Employment Testing Platform

Apart from being a great help to recruiters, pre-employment tests also help the hiring managers, members of the hiring team, the senior people in recruitment, operations & HR. They help the candidates have a bias-free, fair hiring process, allows them to prove their candidature & showcase their skills in a hassle-free manner.

Let’s have a quick look at how carefully crafted, calibrated & well-maintained online testing tools can help various stakeholders in an organization.

1. Benefits of Pre-employment Testing for Hiring Managers
- Save interviewer’s time by avoiding interviews of irrelevant candidates
- Get high-quality candidates from the recruiters
- Hire job-fit candidates
- Avoid bad hires and avoid time spent on PIP, lack of results, project failures
- Deliver projects on time by filling up the requirements quickly
- Access to ready to use next gen skills tests useful for hiring new age talent
- Ready access to a large pool of questions and avoid the hassles of questions getting leaked
- To save billable hours, they want hiring team’s time to be spent interviewing relevant candidates
- To maintain a large pool of questions so that the questions do not get leaked
Spectraforce saves billable hours of technical resources

Spectraforce is a staffing solutions company with a diverse client base ranging from IT giants, Fortune 500 companies, and tech-savvy SMBs.

They needed interviewers with strong technical knowledge about various programming languages to assess the skills of candidates. The HR team didn’t have tests for these technologies, so the expensive billable technical resources had to spend time in creating these questions.

By using Interview Mocha, Spectraforce was able to test the depth of candidates’ technical knowledge quickly. Now, the recruiting team does not depend on technical resources for test preparations.

This has helped the company reduce the hiring timeline from 4 hours to 3 hours.

2. Benefits of Pre-employment Testing for Recruitment Managers
   - Recruit job-fit candidate
   - Quickly filter out irrelevant candidates early in the process
   - Easily track & measure each recruiter’s performance
   - Improve Time to Hire
   - keep track & measure sourcing mechanisms
   - remove hiring biases
   - Reduce recruitment costs
   - Deliver better candidate experience

3. Benefits of Pre-employment Testing for VP Talent Acquisition
   - Leverage the power of data and analytics in the hiring process
   - Enhance employer branding
   - Warrant diversity in hiring by removing hiring biases
   - Ensure a legally compliant and fair-to-all hiring process

4. Benefits of Pre-employment Testing for Recruiters
   - Easier identification of inflated resumes
The Ultimate Pre-employment Testing Guide

- Quick screening of job applicants
- To validate technical skills of a candidate
- Accurate validation of candidates’ technical skills without going through the hassles of interview scheduling
- To be on the same page as the Hiring Manager

5. Why Candidates LOVE Pre-employment Testing

- They get a fair hiring process
- To get a good interview experience
- They can avoid traveling to the employer's office multiple times during the interview process
- They get access to a platform where they can showcase their knowledge and skills

Altran Portugal cuts down hiring time by 40%

Altran is a global leader in engineering and research and development (R & D) services. The company receives thousands of resumes across all its job openings. Measuring the candidates’ technical knowledge based on their resumes was a time-consuming and challenging task because candidates had to be interviewed individually. As a result, resumes were sifted based on educational background, work experience, and top-tier colleges. This resulted in missing out on high-quality candidates from lesser-known backgrounds, and the company spent a lot of time with candidates who weren't a good fit for the job.

Interview Mocha’s assessments allowed Altran Portugal to check the candidates’ knowledge and skills vis-a-vis the job role. This helped them cut down the hiring process time by 40% and speak to the most qualified, diverse candidates.

Read More...

Advantages of Pre-employment Testing in a Nutshell

Nowadays, companies of all sizes use a pre-employment testing tool to get a better handle on the vast talent pool applying for the open job opportunities and select job fit candidates faster. While technology plays a vital role in increasing the number of applicants, employers today making it easier by implementing pre-employment tests into the recruitment process.
The 14 (Tangible) Benefits of Pre-employment Testing for Employers

1. **Reduced administration** -
   Online tests need not be specifically organized. Candidates can be attempt those anytime, and from anywhere.

2. **Automatic process** -
   Instant automated results are just a click away, which saves a lot of time in manual test evaluations. Immediate post-test feedback helps in keeping the candidates motivated and engaged.

3. **Data and complete test analysis** -
   Get actionable and valuable analysis and insights about the tests at micro as well as macro level.

4. **Instant diagnostic reports** -
   Detailed reports enable all the stakeholders to analyze results with ease.
5. Ensure Quality candidates -
Easily weed out poor fit applicants. Increase the chances of hiring high-quality candidates.

6. Eliminates human error in grading -
Automated scoring ensures that the skill evaluation process is free of human error, and it is more valid and reliable.

7. Minimize the risk of bad hires -
Accurately judge the candidates’ skills using scientifically designed questions and minimize the chances of bad hires.

8. Improve hiring decisions -
Make a better hiring decision by easily identifying job-fit candidates. Get valuable insights into the candidates’ job readiness and future job performance.

9. Reduce time-to-hire -
Avoid the unnecessary, low-value, and cost-increasing elements in the hiring process.

10. Increased productivity -
Increase the recruitment and hiring teams’ productivity by reducing unnecessary tasks.

11. Reduced Hiring Biases -
Avoid discrimination against candidates based on gender, age, race, region. Make hiring decisions purely based on candidates’ proven competencies.

12. Data handling & Storage -
Avoid the hassle of manual management and storage of all candidate and test-related data.

13. Wider reach -
Allow applicants from remote locations to apply for jobs and appear for the initial round of testing. This improves the reach of the company.
14. Better candidate engagement -
Actively engage candidates early in the hiring process. Ensure higher candidate satisfaction through a seamless hiring process.

*Gett reduces time to hire and brings in transparency*

The challenge that I faced while hiring for Business Analyst or any other position in my team is reaching out to the right candidate. A typical job opening at Gett attracts almost 80-90 resumes. While, on paper, maybe 50 of them fit the bill, there is no sure way of knowing the right fit unless each one is interviewed individually. Another challenge was eliminating human bias while hiring. Since, our process was so dependent on resumes, telephonic, and personal interviews; there was a possibility however marginal that human biases could creep in. In the larger scheme of things, this played out as a significant factor.

As an analytics team head, I have a firm belief in data and data-driven decision making. With Interview Mocha, we got the clarity we were looking for. I created a BA assessment emphasizing analytical and logical thinking skills. These assessments were used for 1st level screening.

As an analytics team head, I have a firm belief in data and data-driven decision making. With Interview Mocha, we got the clarity we were looking for. I created a BA assessment emphasizing analytical and logical thinking skills. These assessments were used for 1st level screening. This eliminated over-reliance on resumes removed irrelevant candidates, and brought transparency to the process. Another major advantage is that there is absolutely no need for the candidates to travel down to our office, they can appear for the assessment from anywhere and Mocha's powerful anti-cheating measures ensure that it's a fair attempt. We finally got the right candidate, that too in ¼ the time it would have normally taken us.

-George Nichkov (Global Analytics Team Lead, Gett).

[Read More...](#)

*Next Topics in this guide*

In this guide, we also cover topics such as:

- Types of Pre-employment Tests
The Ultimate Pre-employment Testing Guide

Know what are the different types of pre-employment tests and their uses.

- **Laws Governing Pre-Employment Tests:**

Know about the legal issues involved with pre-employment testing that may comply with EEOC guidelines or adequate security measures that must be taken before giving a test to any candidate.

- **How to choose your pre-employment test:**

Know how to strategize and include the pre-employment tests into your recruiting process. You will be able to choose and check the effectiveness of the pre-employment tests.

- **Pre-employment tests 101 for Candidates:**

Recruiters and HR aren't the only ones who are interested to know about pre-employment testing. Candidates are well aware of the importance of pre-employment testing and there are a lot of basic questions that must be answered. Head over to the candidate's section to know more.

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**Ready to take your hiring to next level**

See exactly how Interview Mocha can help you start hiring the Job fit candidates faster

[Schedule a Demo](#)
Pre-employment tests are primarily categorized under three categories as below:

**Categories of pre-employment testing**

**Background Check:**

Background checks are indirect tests conducted by companies to verify the candidates’ background. These tests are conducted by a third-party to check the candidate's record. Companies typically look for criminal records and employability history through these checks.

**Drug Screening & Physical Tests:**

These tests determine the presence or absence of specified drugs in candidates. They help identify evidence of recent use of alcohol, prescription drugs, and illicit drugs. Urine and saliva
testing are common methods of conducting these tests. Physical Ability tests measure the physical fitness of a candidate to do certain types of jobs.

**Job-Knowledge Tests:**

Assesses levels of skill-based technical competency, cognitive abilities, and mental attitudes towards performance. Technical skills, Cognitive skills, and job-sample tests are the best examples of Job-knowledge tests.

**Pre-employment testing can be further classified into various other types such as:**

1. Skill Tests
2. Cognitive Tests
3. Personality Tests
4. Integrity Tests
5. Background Checks
6. Drug Tests
7. Language Tests
8. Physical Ability tests
9. Job Sample Tests

Each of the test types can further be classified into various categories depending on the need & nature of the job requirement. Such as, Technical Skills Tests, Cognitive Skills Tests, Job-simulation Tests, Language & Communication Tests, Personality Tests, etc.
Let us look at these types of pre-employment tests in more detail -

1. Skill Tests-

Resume fraud costs employers approximated $600 Billion annually and 57% of candidates lie about their skills set. Source

Skill testing is the objective process of assessing the job-related skills of the candidate. Skill tests measure a candidate’s ability to apply skills while working on a particular job.

Skills can be measured by presenting a series of scenarios to the candidates and evaluating their response in those scenarios. Employers can use job-specific skill tests to assess skills that are highly related to the given job role.

Use of skill tests for various level of hiring

<table>
<thead>
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<th>Percentage</th>
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<tbody>
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<td>59%</td>
<td>Entry-level positions</td>
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<tr>
<td>72%</td>
<td>Middle management positions</td>
</tr>
<tr>
<td>80%</td>
<td>Senior-level positions</td>
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</tbody>
</table>
1.1 Job-specific skill test:

Job-specific skill tests are very specific to a particular job role or description. A job-specific skill test can have any of the following types of tests included in a single test.

1. i. Technical
2. ii. Cognitive
3. iii. Job-simulation
4. iv. Language & Communication
5. v. Personality
6. vi. Business Domain Knowledge

To create such test expertise knowledge, science of assessments and quality of questions is given due importance. Job-specific skill tests can be created in 2 different ways. You won’t find every pre-employment testing vendor providing this bifurcation, so you will have to check.

ADP cuts down time-to-hire by 50%

“Our HR team would forward resumes after basic keyword filtration. I would conduct a telephonic interview and if found suitable, would get the candidates for a personal interview. When I was hiring a Release Engineer, many of the candidates looked good on paper but performed poorly during telephonic/personal interviews. It was tough and frustrating to interview so many candidates and not find the right job-fit. Telephonic interviews, followed by personal interviews, and discussions involved with HR about every candidate was eating up my valuable time. This impacted us significantly.”

“To solve this issue, I researched online and zeroed in on pre-employment testing, and on Interview Mocha. I loved the extensive skills library, and created Release Engineer assessment with Numerical Reasoning, System Administration, Shell Programming, English Proficiency, and Verbal Reasoning. Candidates were sent the assessment links, they appeared for it, and I immediately received the reports. Assessments provided us the head start to assess skills, evaluate candidates, and incorporate them in the interview funnel. It reduced our time to hire by half.”

Sohan Kabra (Senior Engineering Manager, ADP)

Read More...
2. Cognitive Ability Tests-

Wikipedia defines cognitive ability as “the ability of an individual to perform the various mental activities most closely associated with learning and problem-solving”.

The cognitive ability tests assess the candidates’ thinking process, problem-solving abilities, and verbal ability.

“Intelligence, so defined, can be measured and intelligence tests measure it well. They are among the most accurate (in technical terms, reliable, and valid) of all psychological tests and assessments.” - Wall Street Journal in 1994 –A letter by 50 Research Psychologists.

Schmidt, Hunter, and Outerbridge's (1986) causal model of job performance suggest that cognitive ability is the most important cause of job performance and that the relationship between ability and performance is stable over time.

A study by Hunter & Hunter shows cognitive tests are more effective in predicting job performance as compared to other jobs performance predictors like the interview and work experience. Below graph indicates job performance predictors and their percentage of variance accounted for in job performance.
3. Personality Tests-

Personality assessments help companies evaluate whether a candidate is a cultural fit and if the personality of a candidate is suitable for job success.

In today’s changing business scenarios and digital disruption, companies look for employees who not only possess the knowledge and intelligence but can also apply specific traits to perform a challenging job. In such situations, assessing the personality traits of the candidates has become important for companies.

U.S. employers are testing as many as 70 percents of applicants’ personalities (Source)

According to a survey conducted by the Center for Executive Succession at the University of South Carolina’s Darla Moore School of Business, the major reason for the failure of executives at work performance is behavioral compatibility or personality types like ego, selfishness, etc. and their failure to fit with other team members.

Several tests are used for personality testing. Some of the most commonly used tests include Myers-Briggs, DISC, The Caliper profile, SHL occupational personality, and Hogan personality inventory.

Let us understand these in more detail -

- **3.1 Myers-Briggs Personality Type Indicator:**
  
  This test helps to find out if an employee’s personality falls into one of two tendencies from various groups like “Extraversion vs. Introversion”, “Intuition vs. sensing”, “Thinking vs. Feelings”, and “Judging vs. Perceiving.” In the Myers-Briggs questionnaire, a candidate is presented with two options A or B and the selected options help companies find out which tendencies the candidates lean toward.

- **3.2 DISC Personality Assessment:**
  
  This test assesses the observable behavior of a candidate rather than skills. It focuses on how a candidate behaves rather than how he/she thinks about something. DISC personality assessment divides behaviors into four quadrants: dominance (D), influence (I), Steadiness (S), Consciousness (C).

- **3.3 The Caliper Profile:**
  
  This test measures how individuals personality traits correlate to his/her job performance. The questionnaire in this assessment includes a few statements and candidate has to select the statement that best suits his/her viewpoint.

- **3.4 SHL Occupational Personality Questionnaire:**
SHL occupational personality questionnaire measures 32 personality characteristics relevant to performance. Candidates are given few statements and candidate has to choose which statement best describes him/her. Candidates are evaluated in three main domains ‘emotions’, ‘relationship with people’, and ‘thinking style and feeling’.

- **3.5 Hogan Personality Inventory:**
  
  HPI is based on the five-factor model and evaluates seven primary scales and six occupational scales which are ‘service orientation’, stress tolerance, reliability, clerical potential, sales potential, managerial potential.

- **3.6 Big Five Personality Theory:**
  
  A group of independent scientists has defined five broad traits of a human personality based on research. These big five personalities are ‘Openness’, ‘Consciousness’, ‘Extraversion’, ‘Agreeableness’, and ‘Neuroticism’.

How reliable are these personality tests?

Correlations between personality and job success fall in the .03 to .15 range- [2007 review of academic literature published in Personnel Psychology](https://www.ncbi.nlm.nih.gov/pubmed/17848884)

Don't rely solely on personality tests to predict how candidates will respond to certain situations in the job. It is better to use personality tests alongside other assessment tools to make a more informed decision.

**4. Integrity tests-**

Integrity tests fall under the category of personality tests and are useful to assess candidates’ ethical views. If a job profile requires this particular kind of persona because of the nature of the job involved, one should give for the integrity test of candidates.

The questions are framed in such a manner that they help in identifying if a candidate will lie, follow unethical practices, rob the company for monetary gains, face disciplinary problems, and even get into violent activities.

However, the challenge with integrity tests is that it is easy to fake the answers. It is hard to evaluate if the candidate has made up things or is telling the truth.
5. Emotional intelligence tests-

Emotional Intelligence, in simple terms, is a person’s ability to understand and control their own emotions and the emotions of other people. It has become a hot topic of discussion these days and is regarded as a key component of success in the workplace.

Various studies from Harvard and Stanford have found that 85–87% of a person’s success is attributed to soft skills, emotional intelligence, and interpersonal skills.

Yet, traditionally, only a fraction of companies have been paying attention to this vital aspect.

However, emotional intelligence has now become one of the most sought-after skills by companies after the job-specific skills.

Emotional intelligence tests help companies evaluate candidates’ behavior on various aspects such as - response to stressful situations, working with a diversified team, handling challenges, self-awareness, managing emotions, and empathy.

Just like integrity tests, emotional intelligence tests can also be faked. That apart, company culture can change a candidates’ personality if the candidate has a knack for keeping things right and has the right attitude.

6. Background Check Tests-

Nearly 72% of employers run a background check for every person they hire.

Background checks consist of investigating a candidate’s background to verify that a candidate is who he/she claims to be. Background checks may include employment check, education history check, criminal record check, credit history, and more. Special care should be taken while performing background tests as you need to inform the candidate which tests you are conducting. In case of rejection based on the background checks, you need to show the candidate the certificate of the background checks.

6.1 Employment Background Check:

85% of employers report finding misrepresentations on a resume or job application.

An employment background check may include checking past work history, medical history, social media, criminal record, driving record, credit card history, & drug screening. An employer may outsource this task to a third party to get accurate information.

6.2 Criminal Background Check:

The criminal background check involves checking state & national level criminal records of candidates. The records include if a candidate is involved in any type of arrest, conviction, sexual offenses, warrants, etc.
6.3 Credit Background Check:

A credit background check is performed by employers for the job roles that directly deal with managing money. This includes checking credit to debt ratio to see how employees have managed past credit and bill payments. Employers may also check bankruptcy information.

6.4 Driving Record Background Check:

Employers may check driving records of the candidate to confirm any record of breaking traffic violations and major accidents.

6.5 Social Security:

Social Security Number Trace is performed to trace the candidate’s residential history. This information helps to create a list of jurisdictions that should be checked for the criminal record check.

7. Drug Testing

As a part of the background check, verification companies also ask candidates to take a drug test. Candidates are not notified in advance about the drug test so that the tests can provide more accurate results. Candidates are directed to a laboratory to submit a sample for drug screening.

At the laboratory, the applicant has to submit a sample of any of the following - hair, sweat, urine, saliva or blood drug test.

As there can be legal concerns in the future, strict procedures are followed to document and prevent the adulteration of the sample.

Drug testing is used to check if the candidate has recently used illegal drugs. This is performed to avoid hiring a drug-addicted candidate and protect employees from possible drug or alcohol abuse.

The latest update in drug testing was the removal of the ban on Marijuana drug testing. Nevada becomes the first state in the US to ban pre-employment Marijuana drug testing. Newsweek.com

8. Language Test

Communication is a critical part of any team, and it’s essential for team collaboration. Clear and effective communication within team members is helpful for the achievement of team goals.

Language proficiency tests include evaluation of candidates’ communication skills in a particular language. This may include basic vocabulary check related to the role and to check the candidates’ written communication skills.
9. Physical Ability Tests:

Physical ability tests measure the candidates’ ability to perform certain job-related tasks. These tasks measure physical abilities, such as strength, endurance, and stamina.

The examples of few physical ability tests include:

i. **Balance Test:** Tasks in which stability of body position is difficult to maintain

ii. **Flexibility Test:** Tasks including bending or stretching in involved

iii. **Cardiovascular Endurance Test:** Task assessing aerobic capacity

iv. **Muscular Tension Test:** Tasks which involve pushing, lifting and pulling

**Why you should perform PAT?**

If the job involves physical activities, then it is advisable to conduct a physical ability test (PAT) before you select a candidate. Conducting PAT can give you benefits of reducing the time and cost caused by possible accidents. The other benefits include:

- i. Improved productivity
- ii. Lower worker replacement cost
- iii. Improved job performance & employee satisfaction
- iv. Reduction in medical costs

**EEOC guidelines** mandate that whenever you use PAT, it should be validated and the candidates should be tested only those for tasks which are needed for accomplishing the job. Employers may face severe punishment if EEOC finds out that tests are discriminatory.

10. Work Sample Test-

Work sample testing requires the candidate to go through similar type of tasks as that of actual job. These type of tests are considered to have high content validity.

There are different types of work sample tests, such as:

i. **Work sample test (with training):**

Here, the candidates are expected to learn the tasks through instructions and then perform those. This type of testing is suitable for candidates with minimum or no experience.

ii. **Low Fidelity Simulation:**

Here, the candidates are given a description of work situations and five options. They need to select responses that they are most likely and least likely to make.
iii. Work Simulation Tests:

Candidate is given real-time work life situation and asked a series of questions so that they can describe decisions they would make in each situation.

Ready to take your hiring to next level

See exactly how Interview Mocha can help you start hiring the Job fit candidates faster

Schedule a Demo
A pre-employment test is legal if it appropriately screens out protected classes of citizens like a minority, physically challenged or female and also evaluates potential & existing employees only on the topics directly related to the job.

The Equal Employment Opportunity Commission (EEOC) enforces employment laws, and these laws affect almost every aspect of the hiring process. It also provides ‘Employment Tests and Selection Procedures’ fact sheet to make employers aware of pre-employment legal issues.

The pre-employment test should eliminate biases and improve the legal defensibility of the hiring process. According to the EEOC pre-employment testing laws, it's illegal to discriminate on the basis of race, color, religion, age, sex, disability, and nationality.

Let's understand it further,
Introduction to EEOC laws-

The Equal Employment Opportunity Commission (EEOC) enforces Pre-employment testing laws that prohibit the use of pre-employment tests which discriminate against potential and existing employees.

Laws Enforced by EEOC:

1. Title VII of the Civil Rights Act-

According to this law employers can not discriminate against someone on the basis of race, color, religion, national origin, sex, and age. The amended Title VII makes it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

2. Title I of the Americans with Disabilities Act-

According to this law it’s illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. Under this act, employers cannot use a way of pre-employment screening which supports discrimination of qualified candidates based on their mental and physical disability.

3. Age Discrimination in Employment Act-

The law says employers cannot make use of pre-employment screening test to discriminate people who are 40 or older. The law makes it illegal if the employer uses a pre-employment test for people who are older than 40 when it’s not required for all individuals to take the same test. The Age discrimination law also prohibits the screening process that disproportionately affects applicants aged 40 years and older. Even if the test is necessary for all the individuals. To help you understand things better, Mocha has compiled a checklist that is easy to understand and use. You can view the checklist below or download it for your future reference.

To help you understand things better, here’s a checklist that is easy to understand and use. You can view the checklist below or download it for your future reference.
**EEOC compliance checklist**

Interview Mocha is completely compliant with EEOC guidelines. This means that our customers need not worry about the assessment questions being discriminative, racist in nature. Interview Mocha has a robust validation process. Each question is tested on below criteria.

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<td>Question has colors/ images/ passage that are difficult to read for a Color blind person?</td>
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When it comes to security and EEOC compliance, there are a lot of other parameters you must be aware of.

At Interview Mocha, we follow the following process -

Pre-employment assessment practices that fairly and lawfully assesses candidates

1. **All assessment instruments are unbiased and fair to all groups**
   
The content of each question is not biased and is not offensive concerning race, religion, national origin, sex, etc. We ensure this through a robust validation process and is compliant with EEOC pre-employment testing guidelines.

2. **Use pre-employment practices that have been considered valid and reliable:**
   
   Every job role requires specific skills/competencies to perform the assigned tasks in an effective way. A valid and reliable test measures the job skills, it claims to evaluate consistently or reliably. The test contains valid questions related to job qualifications and requirements and yields similar results even if the person appears again for the test.

3. **Employers are not permitted to adjust or change the scores**
   
The Interview Mocha platform ensures that no manipulation in test score is possible. The system calculates a score in real-time. The score is shared with the hiring manager and test taker simultaneously. For manual evaluation, we maintain an audit trail for all the changes to the score.

4. **Data Security**
   
   Interview Mocha does not request or store any PII (Personally identifiable information) data of test-takers. Through strong data protection mechanisms, we ensure the protection of test taker’s professional details and scores.

5. **Suitability of testing conditions for all test takers**
   
   Each assessment test is validated before it is made available. Validation is done regarding relevance, technical performance on various testing platforms, and user experience.

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**HOW TO CHOOSE YOUR PRE-EMPLOYMENT TESTING VENDORS?**
Pre-employment testing help organizations to cut down time-to-hire and select the most qualified individuals that best fit the job role. However, this can happen only when the pre-employment tests are appropriately selected and monitored with care. It is important to select the right tests on the basis of what is required in the job.

To select the right pre-employment testing you must consider these 3 steps:

1. Check reliability & Validity of tests
2. Determine the tests you need
3. Evaluate the pre-employment testing tool
1. **Validity and Reliability of tests** -

**Criteria of a good pre-employment test**

- **Reliability**: Results are consistent
- **Validity**: Results satisfy objectives

Pre-employment testing not only help employers assess the job-specific skills of applicants but also add to the legal defensibility of the employers. To ensure the legal defensibility, you must check **Validity and Reliability of Assessments**.

**1.1 Reliability:**

Test reliability depends on how consistently the test measures the skills required for a specific job role. A test can be considered as a reliable test if a person appears for it repeatedly, and the results are similar for every attempt.

**Types of reliability:**

i. **Test-retest Reliability:**

Indicates repeatability obtained by giving the same test twice at different timings to a group of applicants.

Ex. If a test is designed to assess the technical skills given to a set of applicants twice in a time period of two weeks. The results obtained from the two attempts will indicate the reliability of the test.

ii. **Alternate or parallel form reliability:**
Indicates the stability of the test after administering different forms of a pre-employment test. Ex. To check if the logical reasoning test is reliable, create a set of questions that will evaluate the logical reasoning and then divide the test into two parts. The outcome of both sets should be similar. If they are the same it means all the items measure the same characteristics and can be used interchangeably.

**iii. Inter-rater reliability:**

The test likely to be reliable if two or more raters give the same score and take the same assessment decision. Inter-rater reliability is useful because the evaluators will not interpret the same results; raters may disagree as to how well certain responses of the constructor skill being assessed.

**iv. Internal consistency reliability:**

The test is reliable if the different characteristics of the test yield similar results.

### 1.2 Validity:

Validity is the degree to which the pre-employment screening test assesses what it purports to assess and how well it evaluates the competencies of the applicants.

While reliability is necessary, the validity of the test is also equally important.

- Validity identifies if the characteristic being measured by a test is related to job qualifications and requirements
- Validity helps you to make a decision or prediction about people based on their test performance
- Validity tells you how good a pre-employment test is for a particular job role

**Types of Validity:**

**i. Construct Validity:**

It ensures that the pre-employment test measures only the intended characteristics and no other variables. In other words, you measure a trait or skill that is part of the overall desired skill needed for success on the job. To measure the construct-related validity, you would look at the scores from the assessment correlated with scores from other established tests that measure the same characteristics.

**ii. Content Validity:**

It ensures that the content of a test is relevant and measures requirements and qualifications for the job role. If you were hiring for a job that required the ability to transcribe the content, testing for the rate at which the candidate types would be high regarding content-related validity.

**iii. Criterion-related validity:**
It indicates that the test demonstrates a correlation or other statistical relationship between test performance and job performance. Those who score high on the test tend to perform better on the job.

2. Find the type of test you need -

There are several types of pre-employment tests. It is likely that you want to find out just about everything about the candidate (her skill levels, her personality traits, culture fit, learnability, aptitude, etc.) However, too many tests can make your hiring process longer, and it would be tough to keep the candidates engaged throughout the lengthy hiring process. It is also likely that many good candidates might just leak out from your pipelines.

So, we always suggest a minimalistic approach, unless absolutely necessary. Check only those aspects that are extremely important and test the most fundamental qualities to assess the candidate job-fit.

Ask yourself - what are the most important attributes that the job demands - technical skills, learning ability, aptitude, technical knowledge, emotional intelligence, or cultural fit? Define the tests based on that.

Have a realistic approach when you choose the type of pre-employment tests and set a bar of what you want to expect out of the results. The above image shows the correlation of various types of tests with job performance.
3. Evaluate the pre-employment assessment tools?

How to evaluate pre-employment assessment software?

Analytics that matters
Your Branding & Candidate Engagement
Question Types
Content Quality & Quantity
Support
EEOC guidelines and Data Security
ATS integration
Value for Price
Ease in using the software (UI/UX)
Innovative Approach

Detail checklist to evaluate your pre-employment assessment vendor:

Assessment Tool Evaluation Checklist
1. No. of skills provided by the vendor

Check your requirements by looking into the future

i. Are all the skill assessments I’m looking for available?
2. Quality of Assessments

Quality is a subjective matter, it gets difficult to ascertain the quality of the tests, especially if you are not an expert of the technology you are hiring for. During the evaluation you can ask the tech experts or the hiring managers can spend some time with the questions to select the right test for the applicants, and benchmarking them would be a good idea to set the right score expectations from the candidates. Another good practice to improve the quality of the test is to ask your candidates’ themselves…

i. What do my best employees think about the quality of the questions?
ii. What is the average test score of my high performing employees?
iii. Can the vendor’s SME guide you in understanding the science of assessments?
iv. Can experts help you in creating the right assessments according to job role?
v. Is skill tests created by Subject Matter Experts?
vi. Do they charge to speak to an expert?
vii. Are questions available on Google?
viii. Are the questions too easy or too difficult to solve
ix. Are the questions easy to comprehend
x. Are the tests EEOC compliant
xi. Is the candidates’ feedback taken after each test?

3. Tests Customizability

Every job-role & responsibilities are different, and generalizing your tests can be harmful. Assesses the tool on the following -

i. Do you need to give different assessments to the same candidate to assess his skills set
ii. Can you combine multiple skills into one single test
iii. Can you adjust the question difficulty level according to the expertise level desired in the job - position
iv. Can you add your own questions to the test
v. Can you upload your own questions in one go?

4. Ease of Use

Creating software that facilitates a smooth assessment experience isn’t easy for a vendor and using the full potential of software for users requires a lot of time and I’m sure you already have a lot on your plate to work on. So, when it comes to assessment software you will want an easy to use software that can be remotely accessible with easy navigation, invitation and reporting options.

i. How easy it is to invite a candidate?
ii. Are you able to create assessments quickly?
iii. How easy it is to navigate the software?
iv. Are the reports dynamic or easy to share?
v. Does the platform allow role-based access control?
5. Change in existing workflows

Your skill assessment platform must integrate with the Application Tracking System (ATS) you are currently using. Such tight integration helps in reducing delays in processing data and hiring the right candidate.

i. Is the software integrated with the ATS I’m using?
ii. How easy it is to integrate with the ATS?
iii. How much time will it take to sync the data with ATS?
iv. Is it possible to invite, assess, share, and view reports within the ATS?

6. Support

A good support team will help you make the best use of the tool. It’s important to know the kind of support you can expect in the future from your vendor.

i. How proactive is the support team?
ii. Is there 24/7 support available?
iii. Is the support available to help you while assessing candidates?

7. Analytics That Matters

Customized performance report that is well organized and summarizes overall strengths and skill gaps of a group of candidates with comparative reports helps in a quick selection of the right candidates.

i. Are reports customizable?
ii. Can I compare candidates?
iii. Do reports provide details of every single skill assessed?
iv. What candidates have to say about the test?
v. Are reports easily shareable?

8. Proctored Assessments

To assess candidates remotely and to have a fair competition you need advanced cheating prevention techniques that facilitate a smooth test experience.

i. Is there an image, audio, and video proctoring feature available?
ii. Can candidates copy questions to google?
iii. Is there a window violation detection?
iv. Can questions be randomized?
v. Is there an option to preselect IP ranges to ensure authentication?

9. Security

Security is one of the top concerns for enterprises and assessment vendors must understand your need for security.

i. What are the security compliance guidelines being followed?
ii. Is your data safe with the vendor?
iii. Is the tool EEOC compliance?
iv. Is the GDPR compliant?
v. Is there an option for Single Sign-on?
vi. Is there role-based access control?

10. Employer Branding & Candidate Engagement

The candidates perceive your brand based on the presentation of assessments. White-labeled assessments, along with the fusion of different assessment software features help in strong brand building.

i. Can candidates see your company’s branding while giving an assessment?
ii. Are the assessments fun and quick?
iii. How easy is it for the candidate to start the assessment?
iv. Is the whole procedure of assessment easy for candidates?

11. Candidate feedback

You must ask your candidates for their feedback after they complete the test. The feedback can help in improving the test and removing any difficulties that the candidates may have while taking the test.

Is there a mechanism to collect candidate feedback?

Other questions that you can keep in your checklist

Different platforms have different solutions to help a client in candidate assessment. It is recommended that you ask about all such extra solutions.

1. Are there any features or solutions that you may not be aware of?
2. Will you be charged separately for those features or services?
What Mocha provides you?

Interview Mocha is a powerful assessment platform that’s built to help you hire the best candidates faster. In addition to a large skills testing library, we’ve got AI that recognizes when someone else is on the computer, or there’s another human speaking in the background, or any other form of cheating. Here are our detailed benefits:

- **Latest Skill library:**
  
  Ability to create & maintain valid & reliable tests for traditional as well as upcoming skills link to new collar skills.

- **Test multiple skills in one go:**
  
  Highly customizable tests that can combine multiple skills into one test, so that the candidate does not have to appear in multiple tests.

- **Job Simulators:**
  
  Simulation tests such as Coding simulators, SQL simulators, etc makes your life easy by assessing real job skills of applicants.

- **Time & cost-effective testing:**
  
  The tests can evaluate hundreds of applicants in minimum time without investing time and money in lengthy and time-consuming recruitment methods.

- **Cheating prevention**
  
  By using AI-based cheating prevention mechanisms such as image proctoring, video proctoring and window violation you can avoid the wrong practices done by candidates to clear the assessment.

- **Randomization**
  
  Candidates tend to pass on the test questions to their friends/colleagues if you have the same set of questions for a certain job role. With a reliable third-party test provider, you can have controlled randomization of questions which will keep the test difficulty constant but with a random set of questions for each test attempt.

- **Latest version & Technology Stacks:**
  
  Skills are changing fast and many a time you will land up at the standard tests available with most of the vendors, but they are not specific to your company/domain/technology stack? If not, the test will not give you suitable (different word) candidates. We provide content consulting and tweak/create questions to suit your specific job role.
The Ultimate Pre-employment Testing Guide

- **Great Candidate experience:**
  Vendors that care for candidate experience, seek candidate feedback and provide you actionable insights to further improve the test and the overall testing experience of the candidates.

- **Actionable reports:**
  An intelligent testing system that calibrates and provide you insightful reports

- **Integrated with your ATS:**
  Integrating with an ATS means creating more value out of your investments.

- **Easy to use:**
  Either use pre-built tests or simply give your job description to get a custom-made test specially made for you by the SMEs(Subject Matter Experts).

- **Easy to administer:**
  Send a test to invite through mail or simply paste the link on your career page or social media for the candidates.

There is still no definitive way strategizing the hiring process and that's why you will find almost all the companies have different strategies in place. It’s more like a game of chess, with each and every different move, there’s an opportunity to win the game in millions of ways and if not millions then definitely a million ways to hire the right candidate. It all depends on your strategies to choose. Pre-employment testing is one of the ways, when to use it will be your choice. So choose wisely.
Pre-employment testing has become a popular method of assessing candidates in an objective, reliable, and accurate manner. By referring to a massive library of technical and non-technical skill sets that is continuously developed (and optimized), employers can make the right hiring decisions.

Given the ability of these tests to assess candidate performance across a wide array of skills, it is with a reason why they are an integral part of the hiring process.

That said, here is what the future of pre-employment testing looks like:

- **Rise in job-specific tests** -
  
  College dropouts are now being considered seriously by several forward-thinking organizations. Pre-employment tests can help in assessing such candidates who have the potential to do well in a job but are left behind because of the limitations of a few tests. In the future, we will see more job-specific tests being included in pre-employment screening.

- **Changes in technology** -
Today, many pre-employment test platforms use simulators (coding simulator is the most common one). Candidates use these simulators to provide their responses to on-job scenarios. Companies find these simulators more effective than simple multiple-choice questions.

However, working with simulators is time-consuming. Futuristic technologies like Logic-box could soon replace the simulators.

- **Different Assessments**

  Beyond multiple-choice questions, companies will look for creative ways to assess candidates. Employer brand building and candidate engagement are becoming critical. To ensure that, companies want the assessments also to reflect their philosophy and culture and be fun to

- **The shift towards skill and cognitive tests**

  A substantial portion of project managers today realize that candidates who seem promising during the job interview, fail to perform effectively on the job. This is mainly because many times, candidates are evaluated only on their technical skills, and not on their cognitive abilities. The coming years will see pre-employment tests encompassing an array of cognitive aptitude tests. These tests can evaluate candidates not just on their programming or data analysis capabilities, but across skills such as logic-based problem-solving, perception and interpretation of stimuli, critical thinking abilities, as well as emotional intelligence.

- **Mobile Testing**

  Giving tests on a mobile phone is an important requirement for many staffing companies. There are many reasons for this. One worth mentioning is that candidates care about the job and not the agency from which they are getting placed. If another agency is able to place them in the right company, that is a lost sale for them.

- **AI and Automation**

  - Artificial Intelligence is dramatically changing the way recruiting is done. It is automating and streamlining many aspects of talent acquisition such as resumes screening, interview scheduling, and even comparing of candidates. AI will also play a crucial role in pre-employment testing. Gamification, simulators, logic box, question sequencing – all such aspects will be based on AI. It’s still a long way to go, but it’s the future we are talking about. [https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/predictive-assessments-insight-candidates-potential.aspx](https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/predictive-assessments-insight-candidates-potential.aspx)

- **The focus will be on training employees**
The Ultimate Pre-employment Testing Guide

Considering the speed at which new technologies such as AI, IoT, data analytics, etc. are emerging, it is hard for companies to hire qualified candidates with these skills. The companies, therefore, will focus more on reskilling and upskilling their employees. However, once the training is completed, the employees will need to go through assessments before they can be placed on real-world jobs.

The Future of Pre-employment Assessment Software Lies In Being The Amazon Of Skills Assessment

Skills are changing at a rapid pace. More than 65% of today’s skills will change within the next few years. And it isn’t feasible for companies to spend their time and energies in creating assessments, assessing the answers, and keep track of all the tests. Companies either need to hire more recruiters and experts for specific jobs and skills or use a pre-employment tool that can do all the hard work. That’s why you need an Amazon of skills assessment so that you can choose the right assessment (skill test) according to your job description.