

Weighting Worksheet for Combining USA Hire with a Secondary Assessment

PURPOSE: HR Professionals, in partnership with Hiring Managers (Subject Matter Experts), can use this form to verify and document the weighting protocol used to combine USA Hire with a secondary assessment to meet legal requirements and standards associated with assessment development and use.

NOTE: Use of this form is at the discretion of each agency. This form is solely provided as a possible aid for agencies who are seeking to verify and document the weighting protocol used to combine USA Hire with a secondary assessment. Records management of all completed forms (in whole, partial, or otherwise) is the responsibility of each agency.

SECTION I. Verification of Weighting Protocol

When using the *default* weighting protocol to combine USA Hire with a secondary assessment, USA Hire results are weighted 50% and the secondary assessment results are weighted 50%. In other words, when using both USA Hire and a secondary assessment, applicants will be ranked based on a combined rating, whereby both USA Hire results and the secondary assessment results are considered equally. USA Hire standard assessments are designed to measure general competencies (e.g., Reasoning, Interpersonal Skills, Self-Management). When being combined with USA Hire, secondary assessments are designed specifically to measure training and experience related to technical or specialized competencies required for the position (e.g., Cost Accounting, Network Management, Classification).

1. Please verify the appropriateness of the default weighting protocol for the position you are filling by checking ('√') the appropriate option ('A' or 'B') below. If option 'B' is selected, identify ('√') the appropriate weighting combination and complete SECTION II.

A. I concur that the default weighting protocol (50%/50%) is appropriate for ranking applicants for the target position below.

B. I do not believe the default weighting protocol is appropriate for ranking applicants for the target position below. The alternative weighting combination I have selected ('√') below is the most appropriate for the position I am filling. (Also complete SECTION II).

USA Hire /Secondary Assessment Alternative Weighting Combination

- i) USA Hire-75% / Secondary Assessment-25%
- ii) USA Hire-67% / Secondary Assessment-33%
- iii) USA Hire-33% / Secondary Assessment-67%
- iv) USA Hire-25% / Secondary Assessment-75%
- v) Other

2. Fill in the position information and subject matter expert information requested.

Position to be filled (Series/Grade/Specialty): _____

Subject Matter Expert Signature: _____ Date: _____

SECTION II. Rationale for Alternative Weighting Protocol (Complete only if you selected option 'B' in SECTION I)

1. Please verify the source of documentation that supports the alternative weighting combination you selected in SECTION I by checking ('√') the appropriate option ('A' or 'B') below.
 - A. The alternative weighting combination I selected is supported by existing job analysis results (e.g., competency importance ratings showing competencies that are weighted more heavily are more important to success on the job, or distinguishing value ratings showing that the competency is useful for distinguishing high performers from average performers). (Attach job analysis results as appropriate.)
 - B. I have provided the rationale for the alternative weighting combination I selected below. (Complete Part 2 below)
2. If you selected option 'B' above, provide a written rationale for the specific weighting combination selected. Appropriate rationales address the extent to which competencies that are weighted more heavily are more important to success in the position or for distinguishing high from average performers. They also provide a clear justification for the specific weighting percentages selected. (Use additional pages as needed.)

USA Hire (GENERAL COMPETENCIES)

- Weight assigned: _____%
- Competencies measured by USA Hire for this position:

- Rationale for weight assigned:

Secondary Assessment (TECHNICAL/SPECIALIZED COMPETENCIES)

- Weight assigned: _____%
- Competencies measured by the Secondary Assessment along with a definition/description of each competency (or attach a copy of the secondary assessment factors and items):

- Rationale for weight assigned: