

# BespokeNews November 2011

## Assessing and Testing Candidates

With unemployment at an all time high, the amount of candidates applying for roles is increasing. With applicants looking very similar on paper, assessments and testing can help you effectively screen applicants whilst ensuring fairness.

### What can assessments and tests show?

Assessment and testing can give you a better sense of what people can do and therefore it enables you to put individuals into jobs that are more suited to them. It can also be used to assess and leverage the talent you have.

If tests are carefully selected to ensure they are relevant to your needs, and correctly used they can be a valuable tool to help you make a shortlist or recruitment decision.

Conversely, the use of inappropriate tests or poor test interpretation can lead to inappropriate conclusions being drawn about an individual's suitability for employment, and even to allegations of discrimination.



### The key aims should be to ensure that any tests used -

- **Assess** only factors that are relevant to the job in question.
- **Measure** an individual's actual or inherent ability to do the job, or be trained for the job.
- **Do not** potentially discriminate - for example, against candidates of foreign nationality if a high degree of fluency in written English is required.
- **Are administered** and interpreted only by people who have been properly trained.
- **Are not** used in isolation.

Please call us for more information on 01483 685340

## Data Protection – are you registered?

The Data Protection Act aims to protect employers that hold the use of personal data with strict guidelines on how to use and store this information. It protects employees as it ensures that all their data is not available for everyone to see.

The main principles ensure strict guidelines on processing and storage of data is adhered to. They ensure any organisation, corporation or government body that collects personal information handles and stores it safely.

Personal data is defined as data from which an individual is identifiable, whether contained on a computer or in a relevant manual filing system.

Any one collecting data must fairly and lawfully process it, use the information in a relevant and non excessive way and keep the information secure at all times. All data users must register with the Data Protection Register as there are fines for breaches of this Act. **Contact details for Data Protection Register are:**

[www.ico.gov.uk/for\\_organisations/data\\_protection/notification/notify](http://www.ico.gov.uk/for_organisations/data_protection/notification/notify)

**It is up to you as an employer or business owner to ensure you are covered.**

## Tis the season to be jolly?

With the festive season fast approaching, the annual Christmas party wont be far behind.

With this in mind you may want to remind your staff that although it is a chance to get into the festive spirit they are still representing the company. Making it clear that unacceptable behaviour wont be tolerated and that such behaviour could put the companies name into disrepute, for whatever reason, could still be subject to gross-misconduct – even if it occurs outside the office or working hours.

