



## Weighting Worksheet: Combining USA Hire with an Assessment Questionnaire

**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 an Assessment Questionnaire in order 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 an Assessment Questionnaire. Records management of all completed forms (in whole, partial, or otherwise) is the responsibility of each agency.

### SECTION I. Verification of Weighting Protocol

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When using the *default* weighting protocol to combine USA Hire with an Assessment Questionnaire, USA Hire results are weighted 50% and the Assessment Questionnaire results are weighted 50%. In other words, when using both USA Hire and an Assessment Questionnaire, applicants will be ranked based on a combined rating, whereby both USA Hire results and the Assessment Questionnaire 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, Assessment Questionnaires 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 ('v') the appropriate option ('A' or 'B') below. If option 'B' is selected, identify ('v') 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 ('v') below is the most appropriate for the position I am filling. (Also complete SECTION II).

#### USA Hire /Assessment Questionnaire (AQ) Alternative Weighting Combination

- i) USA Hire-75% / AQ-25%
    - ii) USA Hire-67% / AQ-33%
    - iii) USA Hire-33% / AQ-67%
    - iv) USA Hire-25% / AQ-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: \_\_\_\_\_



# USA Hire

*Transforming Government One Hire at a Time*

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

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1. Please verify the source of documentation that supports the alternative weighting combination you selected in SECTION I by checking ('v') 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 (or attach the 'USA Hire Competency Verification and Task Identification Form'):
  
- Rationale for weight assigned:

### Assessment Questionnaire (TECHNICAL/SPECIALIZED COMPETENCIES)

- Weight assigned: \_\_\_\_\_
- Competencies measured by the Assessment Questionnaire along with a definition/description of each competency (or attach a copy of the Assessment Questionnaire factors and items):
  
- Rationale for weight assigned: