

How to Convert a Crediting Plan to an Assessment Questionnaire

If you have a current crediting plan, supported by a previous job analysis, you can convert the crediting plan into an assessment questionnaire.

Converting the Content of a Crediting Plan to an Assessment Questionnaire

Step 1. Review the Crediting Plan	Step 2. Identify Important Job Tasks	Step 3. Group Similar Job Tasks	Step 4. Identify/ Develop Items
<ul style="list-style-type: none"><input type="checkbox"/> Read and make a list of all the content areas (KSAs/competencies) for the target position.<input type="checkbox"/> Note the appropriate grade levels.	<ul style="list-style-type: none"><input type="checkbox"/> Make a list of the important job tasks, behaviors, activities, etc., described for each of the KSAs.<input type="checkbox"/> Underline the important 'key words' that distinguish each task, behavior, etc., from the others.	<ul style="list-style-type: none"><input type="checkbox"/> Group relevant tasks, behaviors, etc., under each content area you have identified.<input type="checkbox"/> Evaluate remaining job tasks, behaviors, etc., to determine if additional content areas should be included.	<ul style="list-style-type: none"><input type="checkbox"/> Select suitable assessment questions for each content area.<input type="checkbox"/> Ensure there is a broad enough set of questions to cover the overall position for each relevant grade.

Review Process

A two-tiered review is recommended as good practice. A two-tiered review includes an internal review (e.g., peers, hiring manager, or other subject matter experts (SME¹)) and an external review (e.g., appropriate SMEs and customers).

1. Internal Review

The resulting questionnaire is reviewed to ensure the:

- qualifications are being properly assessed;
- competencies and tasks are job-relevant;
- items and rating scales are appropriate; and
- questionnaire is user-friendly and contains no grammatical errors or omissions.

2. External Review

The goal of an external review is to have the SMEs:

- verify that the content areas are critical and needed at entry;
- review the items for accuracy, clarity, importance, editing, rewording, additions, and deletions; and
- verify that the items are likely to meaningfully distinguish among applicants.

¹ An SME is a person with expert knowledge about what it takes to do a particular job. Many people can serve as SMEs (e.g., first-level supervisors, high-performing incumbents in the same or similar position) as long as they have current and thorough knowledge of the job's requirements.