

## Submitting an Assessment for Inclusion in the FutureSkills Database

Instructions:

Adding an assessment to the FutureSkills platform consists of submitting the following to FutureSkills via [nyfutureskills@innovate-educate.org](mailto:nyfutureskills@innovate-educate.org)

- ✓ Contact Information Form
- ✓ Assessment Information Form
- ✓ Separate list of occupations for which which validity studies have been performed (if any)
- ✓ Separate list of tested skills or traits. These will typically be the titles of skills shown in the applicant report.
- ✓ A copy of the assessment's technical manual containing psychometric information (internal consistency, validity, reliability, etc)

Once the information from all 4 items has been reviewed (about a week), you should hear back on whether the assessment has been accepted for uploading in to the FutureSkills database.

We may have questions we need to reach you in order to answer, so please enter your contact information below.

### Contact information Form

1. Your name: \_\_\_\_\_
2. Organization you represent \_\_\_\_\_
3. Your email address: \_\_\_\_\_
4. Your phone number: \_\_\_\_\_

### Assessment Information Form

1. Assessment Name: \_\_\_\_\_
2. Assessment Vendor: \_\_\_\_\_
3. URL for assessment vendor: \_\_\_\_\_

4. Assessment's criterion validity,  $r$ . This should be a weighted (by study size) average correlation between assessment score and job performance. Note we will be reviewing the submitted technical manual to ensure the documented validation studies corroborate the validity claimed here.

$r =$  \_\_\_\_ (if no value for  $r$ , use N/A)

5. Platforms on which the assessment is accessible (check all that apply):

- PC
- Mac
- iOS
- Android
- DVD
- Paper

6. Applicant completion time for assessment (min): \_\_\_\_

7. Is adverse impact compliance built-in? (Have assessment results from different races, genders, ethnicities, and ages been compared to each other **and** found to obey the 80:20 rule in the EEOC Uniform Guidelines for Employee Selection Procedures?)    Yes            No

Add additional adverse impact explanation if needed:

8. Are there any special training or expertise requirements the employer must satisfy before being authorized to deliver the test?    Yes            No

If yes, describe:

9. Does this assessment contain cognitive test items?

- Yes
- No

10. If yes, check off which kinds of cognitive items can be found on the assessment:

- English
- Math
- Spatial Puzzles
- Charts/Graphs/Diagrams
- Job-specific knowledge, like computer programming, accounting, or patient care

11. Does this assessment contain personality or psychology test items?

- Yes
- No

12. Does this assessment issue reports that evaluate a candidate's score against multiple potential job titles?

- Yes
- No

13. Is the user experience more like

- A test (select answers from choices)
- A game (generally requires real-time reactions)

14. Please indicate the price range for this assessment, per user. Assume 300 candidates will be taking the assessment for a mid-sized company with 400 existing employees. 5 HR staff will need to access the testing system to run reports.

- Less than \$4 per candidate
- Between \$4 and \$10 per candidate
- More than \$10 per candidate

15. Please indicate whether you are willing to conduct onsite validation studies in collaboration with clients. Typically the studies would be free in exchange for data.

- Yes
- No

Please remember to attach the other three items to this form:

- ✓ Contact Information Form
- ✓ List of occupations for which validity studies have been performed (if any)
- ✓ List of tested skills or traits. These will typically be the titles of skills shown in the applicant report.