

## *Guidelines for Corporate Psychological Testing*

The following guidelines are a result of applying standard ethical psychological principles concerning testing as well as other legal guidelines to the use of psychological testing in a corporate setting. The following guidelines are recommended:

- Psychological testing should be a component of, but never the total scope of an employee evaluation. Testing is often part of a corporate psychological evaluation which is a subcomponent of an employee evaluation. An employee evaluation is a part of a personnel process.
- A candidate should be informed they will be undergoing an evaluation, what an evaluation entails, and how the information will be utilized. A signed statement in this regard is a good idea.
- An evaluation package as well as the standards for comparison should be relevant to the role in question.
- Psychological tests generally have validity indicators and efforts to assess the validity of any instrument should occur.
- An evaluation package should include the type and range of instruments that provide an appropriate source and amount of data to provide related conclusions.
- Psychological instruments normally used to help provide medical or mental health diagnostic information are not appropriate to a corporate setting as this can be construed as discrimination based on a medical or emotional disability.
- A corporate psychological evaluation is never a substitute for a comprehensive personnel process. The evaluation provides supplemental information to the existing process. It is “another set of eyes” rather than the only set.
- An evaluation never “selects out” a candidate, yet seeks to identify strengths and weaknesses suggested by the testing.
- Any summary, conclusions, or recommendations found in the evaluation are meant to be compared with all other sources of information considered within a personnel process.
- The corporation is the client and confidentiality exists between the corporate psychologist and the company. The report is the property of the corporation and disclosure to a prospective employee should be governed by legal guidelines related to employee records.
- The “window” of validity of an evaluation is not expected to exceed 12 months. A dated evaluation should only be referenced as historical information and a new evaluation should be performed for any future role.
- Evaluations often provide recommendations for improvement, training or development. Future evaluations can be helpful to measure change.
- It is recommended a corporation develop a data pool of evaluations to assess their validity and ensure no discriminatory practices occur.