



# Pre-Employment Assessments: More Informed for Successful Hires Frequently Asked Questions for Hiring Supervisors and Managers

#### 1. What is a pre-employment assessment?

A pre-employment assessment is a test that is administered during the application process to candidates when they are applying for a position.

#### 2. What are the benefits of using a pre-employment assessment?

The results of a pre-employment assessment can be used to identify those candidates most likely to be successful on the job. Pre-employment assessments provide more insight into the skills and abilities of candidates beyond what is represented in their online application and resume materials. Pre-employment assessments also provide an opportunity for candidates with limited work experience to demonstrate their skills fairly.

### 3. Why is Johns Hopkins Medicine implementing pre-employment assessments?

One of the priorities of the Johns Hopkins Medicine Strategic Plan is to attract, engage, develop and retain the world's best people. Research shows that pre-employment assessments can help managers make more informed hiring decisions. For Johns Hopkins Medicine, hiring the right person for the job has a positive impact on patient satisfaction and patient safety, and helps reduce employee turnover rates.

# 4. What vendor are we using to implement the pre-employment assessments? How is this vendor working with the Department of Human Resources?

We are working with Development Dimensions International (DDI) to implement the preemployment assessments. To ensure confidentiality of applicant responses, DDI will administer and collect all assessment information, and then analyze the data to identify trends and themes. Managers will have immediate access to candidate results, including a score and a summary report for each candidate.

#### 5. Will every candidate be given the same assessment?

No. The assessment applicants take is based on the position for which they are applying. There are six different assessments that focus on the six broad-based job categories identified by our consultant, Developmental Dimensions International (DDI) that involve patient care, health care support and health care management.

#### 6. Will pre-employment assessments alter the hiring process?

The pre-employment assessments will be presented to candidates immediately after they complete their online application. Candidates will have the opportunity to complete the appropriate assessment at that time or defer to a later time.

#### 7. What is my recruiter's role? Will how I work with the recruitment team change?

Recruiters will be able to see a candidate's status in this process. The way you work with your recruitment team will not change; you will just have more information about each candidate prior to the interview process.

#### 8. How do these assessments tie into SuccessFactors/JHUjobs?

These assessments are integrated into the SuccessFactors/JHUjobs systems. A candidate's results are visible to managers from within the SuccessFactors/JHUjobs interfaces.

# 9. Will current employees have to take an assessment if they apply for a new position within Johns Hopkins Medicine?

All applicants for positions within the six job categories described above will need to complete the appropriate assessment before moving forward in the hiring process.

#### 10. How can candidates prepare for the pre-employment assessments?

There is no preparation necessary for these assessments. Candidates should complete the assessments in a guiet place free from distractions with a reliable internet connection.

### 11. How long will it take an applicant to complete the assessment?

Candidates have up to 75 minutes to complete the assessment, but most people complete the test within 30 to 45 minutes.

# 12. What kind of reports will managers receive? How will I access them? What information will the report contain?

Hiring managers will access candidate reports via a link within their applicant tracking system. The specific report will vary according to the assessment that the candidate completed. Each assessment covers three critical areas: decision-making, work disposition and personal competence. The report provides insight into each of these areas and also contains behavioral interview questions that can be used during the postassessment interview process.

#### 13. Will applicants receive their results?

Applicants will not have access to their assessment results or to the report that is provided to the hiring manager. However, candidates that are hired may receive a summary report, which can be used by the manager.

## 14. What training will be provided to help me become familiar with using the pre-employment assessments?

Information sessions for managers will be scheduled beginning in July, and each affiliate will communicate to their managers about how to join those sessions and/ or how to access information via My Learning on my.jh.edu.

### 15. Who should I contact if I have additional questions?

Contact your local career specialist/recruiter or human resources business partner if you have further questions or concerns.