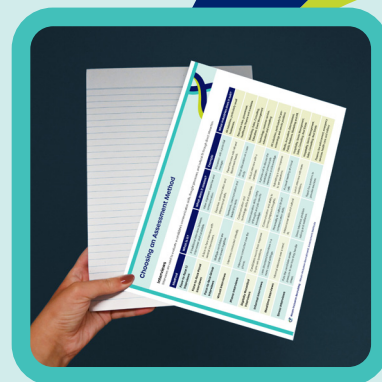


Assessment Methods matrix

A matrix to help employers identify Assessment Methods that can be used in the recruitment process.



About the Assessment Methods matrix

The Assessment Methods matrix is designed to support employers to understand and identify potential assessment methods that can be used as part of the recruitment process.

Four types of Assessment Methods are:

- **Interviews**
Face-to-face 1:1 Interviews, Face-to-face Panel Interviews, Face-to-face Group Interviews, Virtual Interviews, Phone Interviews, Digitally Recorded Interviews, Informal Interviews, Mealtime Interviews and Stress Interviews.
- **Skills assessments**
Puzzles, Exercises and Game Tests, Role Play Scenarios, Test Interviews and Chat Interviews
- **Skills demonstrations**
Job, Work Trials and Internships, Simulated Work Tasks Take-Home Assignments and On-the-Job Interviews
- **Samples of work**
Portfolios and Work Samples
- **Assessment events**



Use the matrix to compare each Assessment method.



Choosing the right Assessment Method for the role will support an employer to identify the most suitable candidate.

Learn more and access resources

To learn more about Neuro-inclusive Recruiting and how to create and maintain neuro-inclusive workplaces, scan the QR code or visit neuroinclusiverecruiting.org.au.



Choosing an Assessment Method

Interviews

Interviews can be used to evaluate a candidates communication and interpersonal skills, through processes and alignment with the role.

Method	What is it?	What does it assess?	Example	What industries does it suit?
Face-to-face 1:1 Interviews	A traditional interview between interviewer and candidate.	Value alignment, expertise and communication.	Discussion with a potential manager.	All industries, particularly small businesses.
Face-to-face Panel Interviews	A face-to-face interview with several interviewers.	Expertise, communication and interpersonal skills.	Panel interview with HR and department heads.	Executive roles, government, healthcare, finance and academia.
Face-to-face Group Interviews	Multiple candidates are interviewed together.	Teamwork, communication and leadership skills.	Group discussion on a case study.	Marketing, Sales, Consulting, Education, Event Management
Virtual Interviews	Interviews conducted virtually.	Communication and technology skills and expertise.	Virtual interview with a candidate.	Technology, customer service, education and consulting
Phone Interviews	Interviews conducted over the phone.	Communication skills, clarity of thought and job-specific knowledge.	A phone call to discuss the candidate's previous job experience and knowledge.	All industries, particularly for pre-screenings and remote positions
Digitally Recorded Interviews	Candidates record their response to pre-set questions.	Communication and ability to convey prepared thoughts.	Submitting a video response to set questions.	Media, Journalism, Entertainment, Public Relations, Marketing and HR.
Informal Interviews	Less structured interviews in a more casual settings.	Personality fit, cultural fit and communication skills.	A casual meeting at a local café.	Hospitality, Senior Management, Sales, Consulting, Real Estate
Mealtime Interviews	Informal interview over a meal.	Interpersonal skills and cultural fit.	Lunch interview with team members.	Hospitality, Senior Management, Sales, Consulting, Real Estate
Stress Interviews	Puts the candidate under pressure to see how they handle stress.	Stress tolerance, problem solving and resilience.	Rapid-fire questions to provoke reactions.	Finance, law enforcement, emergency services, health care, and military

Choosing an Assessment Method

Skills assessments

Skills assessments are designed to evaluate a candidate's specific competencies and cognitive abilities relevant to the job. This category includes tests like industry-specific knowledge quizzes, cognitive puzzles, and role play scenarios, which help gauge a candidate's problem-solving abilities, technical knowledge, and interpersonal skills.

Method	What is it?	What does it assess?	Example	What industries does it suit?
Puzzles and Game Tests	Assessments that use puzzles or games to measure cognitive ability and problem-solving.	Logical thinking and problem-solving skills.	Results evaluated to measure cognitive abilities and approach to problem-solving.	Technology, engineering, finance, research and consulting
Role Play Scenarios	Candidates act out scenarios they might encounter in the job.	Interpersonal skills and conflict resolution.	Assessment based on effectiveness and approach.	Customer service, sales, healthcare, education and hospitality
Test Interviews	Candidates are tested on industry-specific knowledge or problem-solving skills.	Industry knowledge and technical skills.	Direct questioning and evaluation of responses.	Engineering, software development, academia, science and legal
Chat Interviews	Interview conducted via instant messaging or chat tools.	Communication and technology skills, and expertise.	Analysis of chat responses for content and communication style.	IT, customer support, Telecommunications, journalism and e-commerce

Choosing an Assessment Method

Skills demonstrations

Skills demonstration methods allow candidates to showcase their practical abilities through real or simulated tasks. Methods like on-the-job evaluations, take-home assignments, and job trials provide direct evidence of a candidate's capability to perform job-specific tasks, offering a glimpse into their effectiveness in the role.

Method	What is it?	What does it assess?	Example	What industries does it suit?
Job or Work Trials	Candidates perform work under supervision for a short period to assess their skills in a real work environment.	Adaptability, skills accuracy and work ethic.	Direct observation and feedback from supervising staff.	Hospitality, retail, manufacturing, healthcare and education.
Simulated Work Tasks	Tasks that mimic real job responsibilities to assess how a candidate would perform.	Job-specific skills and decision-making.	Performance scoring based on task outcome and process.	Sales, customer service, management, education and law enforcement.
Take-Home Assignments	Tasks given to candidates to complete on their own time, showcasing their ability to perform relevant work.	Technical skills, time management and autonomy.	Review of the completed assignment against criteria.	Technology, journalism, marketing, design and consulting.
On-the-Job Interviews	Candidate is observed while actually performing job tasks during the interview process.	Job performance and skills application.	Performance assessment during actual work.	Retail, manufacturing, hospitality, construction and healthcare.

Choosing an Assessment Method



Samples of work

This category evaluates candidates based on examples of their past work. Portfolios and work samples give tangible evidence of a candidate's skills and creativity, reflecting their proficiency and success in previous projects. It is especially useful for roles requiring technical expertise or creative talent, allowing recruiters to assess the quality and relevance of a candidate's previous achievements.

Method	What is it?	What does it assess?	Example	What industries does it suit?
Portfolios	Collection of work evidencing previous projects relevant to the position.	Creativity, past project success and skill level.	Portfolio of graphic design work.	Design, Architecture, Photography, Journalism, Marketing
Work Samples	Specific examples of past work or tasks similar to what the job would entail.	Direct skill application and quality of work.	Writing samples for a content writer position.	Technical Writing, Engineering, Software Development, Art, Academia

Assessment events

Involves using a mix of assessment tools to evaluate candidates in a thorough and well-rounded way. These might include work simulations, skills demonstrations, structured interviews, and other skill assessments, often conducted over a short period, such as a one-day event. These methods can also assess multiple candidates at the same time, making it an efficient approach to recruitment.

Method	What is it?	What does it assess?	Example	What industries does it suit?
Assessment Events	Initiatives that combine multiple evaluation methods.	Complex problem solving and team collaboration.	A day-long assessment event where a number of candidates participate in a range of assessment methods.	Design, architecture, photography, journalism and marketing.