Skills Assessment Form

Part 1 is completed once per role by the recruiter and hiring manager before testing starts. Part 2 is completed by the evaluator for each candidate. Score every task against its written anchors before calculating the total. Do not record observations unrelated to the task.

PART 1: ASSESSMENT SETUP (ONCE PER ROLE)

Job title and requisition number

Skills being measured (link each to a job duty)

Assessment type

☐ Work sample ☐ Job simulation ☐ Knowledge test ☐ Typing / data entry test
☐ Language proficiency ☐ Role-play ☐ Other

Delivery

☐ Online, unproctored ☐ Online, proctored ☐ On site, supervised ☐ Live during interview

Time limit (minutes)

Standard candidate instructions (paste exact text)

Maximum possible score

Cut score to advance and how it was set

Approved by (hiring manager) and date

PART 2: CANDIDATE DETAILS

Candidate name or ID

Date completed

Evaluator name

Accommodation provided

☐ None requested ☐ Extra time ☐ Alternative format ☐ Assistive technology
☐ Other (describe below)

Accommodation details (stored separately from scores where required)

Actual time taken (minutes)

TASK SCORING (ANCHORS: 0 = NOT ATTEMPTED, 1 = BELOW STANDARD, 2 = MEETS STANDARD, 3 = ABOVE STANDARD)

Task 1 description and what a 'meets standard' answer looks like

Task 1 score (0-3)

Task 1 evidence (what the candidate actually did)

Task 2 description and what a 'meets standard' answer looks like

Task 2 score (0-3)

Task 2 evidence

Task 3 description and what a 'meets standard' answer looks like

Task 3 score (0-3)

Task 3 evidence

Task 4 description and what a 'meets standard' answer looks like (optional)

Task 4 score (0-3)

Task 4 evidence

OBJECTIVE MEASURES (IF APPLICABLE)

Words per minute (net)

Accuracy %

Items correct / items attempted

Other system-generated score

INTEGRITY CHECK

Identity verified before or during assessment

☐ Yes ☐ No ☐ Not required

Any irregularities observed (copy-paste, second person, unusual timing)

Follow-up planned (e.g. short live verification exercise)

RESULT AND RECOMMENDATION

Total score

Meets cut score

☐ Yes ☐ No

Recommendation

☐ Advance to interview ☐ Do not advance ☐ Retest permitted under policy

Strengths shown in the work

Gaps to probe in the interview

Evaluator signature

Date

Date