Employment Testing and Validation Process

Job Analysis

We begin the process with a job analysis study which will identify the work activities as well as the knowledge, skills, and abilities (KSAs) necessary to electively perform the job. We then design a selection process to evaluate the KSAs that are critical to successful performance in that position and necessary upon entry into the position. During the job analysis process we will identify "essential job functions" and document the physical and intellectual abilities needed to perform essential functions of the job in keeping with the Americans with Disabilities Act (ADA).

Test Development

Our staff works closely with subject matter experts throughout the test development process. Depending on the KSAs to be measured, we can develop a comprehensive testing procedure that may include a number of assessment techniques such as multiple-choice job knowledge tests, structured oral interviews, personality assessments, ability tests, and simulation or work sample tests. In addition to custom designing selection devices, commercially available assessment products may be identified for use.

Validation and Legal Defensibility

Legal defensibility is a primary concern in the design and administration of a selection process. We have expertise in conducting both content-oriented and criterion-related validity studies as well as validity transportability studies. We have conducted a number of validation studies in the context of employment discrimination claims, where outcomes are critical to the client. When challenged, our clients have successfully defended the procedures we developed and administered. Our outstanding record and first-hand experience in defending testing procedures in the context of employment discrimination litigation is a major benefit to our clients.

Equal Employment Opportunity Litigation Support

In addition to traditional test development functions, we have assisted employers in managing employment discrimination lawsuits. Services include expert testimony, statistical analyses, validation studies, and document management.

To learn more about Auburn Montgomery Outreach's Employment Training and Validation process, contact us at 334-244-3040 or info@outreach.aum.edu.