

TEST INTERVIEW CHECKLIST

The key considerations below are meant as a guide for the interviewer in relation to general best practice for communicating test results and as a foundation to create a constructive dialogue with the candidate.

Introduction – Establish Rapport with Test person	✓
Present yourself and the nature of the feedback	
Let the Test person talk about themselves briefly	
Inform the person about their rights regarding ethical guidelines and data legislation.	
“How did you find completing the CORE test?”	

Presentation of CORE – Use Introduction Page from the Score Report	✓
Present the structure and content of the CORE Score Report	
Present CORE – a cognitive ability test measuring GMA	
Describe the connection to job performance and job-related learning	
Explain the score type (STEN) and norm group	
“Do you have any questions before we start?”	

Interview – Apply Score Page, Interview Guide and/or Score Report	✓
Present your intended structure for the dialogue – focus and interest of the interview	
Present the Test Taker’s score and score-specific text	
Use the CORE Interview Guide for further inquiry	
Ask for recognition and practical examples relating the score-specific text to real work situations	

Close the Interview	✓
Ensure the test taker’s questions about test result and feedback are answered	
Summarize your notes from the feedback	
Describe the next step in the recruitment process	