

## FEEDBACK CHECKLIST

The below key considerations are meant as a guidance for test users 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 taker	✓
“How did you find completing the test?”	
Present yourself and the nature of the feedback	
(Inform the person about his/her rights under the applicable ethical guidelines and legislation).	

### Presentation of ACE – Apply introduction page in the reports

Present the structure and content of the Score Report	
Present ACE – a cognitive test measuring the ability for logical analytical reasoning	
Score type	
Applied norm group	
Confirm <i>(if used)</i>	
“Do you have any questions before we start?”	

### Feedback – Apply Score Page, Interview Guide and/or Score Report

Give feedback on the ACE Score	
Present your intended structure – focus and interest	
Present the test taker’s score and use the Interview Guide for further inquiry	
Ask questions that relates problem solving to real work situations (solving a complex task etc.)	

### Close the feedback

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	