



UNIVERSITY OF VENDA

POLICY ON PSYCHOMETRIC TESTING

TITLE AND COPYRIGHT

Title Policy on Psychometric Testing
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1. DEFINITIONS AND APPLICATION

The University needs to use assessment tools to evaluate candidates who apply for senior positions to establish their measurable potential and abilities to perform the job. The institution therefore reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1 DEFINITIONS

- 1.1.1 “Senior Management positions” means any position at a level of Director or equivalent.
- 1.1.2 “Strategic position” means any position whose role is central to the achievement of the University’s vision and mission.
- 1.1.3 “Psychometrist” means a registered psychologist who is accredited to administer psychometric test and to interpret the results.
- 1.1.4 “Executive Management” means employees appointed in positions defined in the University Statute.
- 1.1.5 Psychometric tests means a test which can be systematically administered and scored to measure an individual’s aptitude and ability to perform the job. Psychometric testing for recruitment and selection is usually divided into two categories:

1.1.5.1 APTITUDE OR ABILITY TESTS

These measures provide information about a person’s ability to perform tasks and their potential to learn and understand new information and tasks (Examples include intelligence tests, aptitude tests and learning potential assessment instruments etc.).

1.1.5.2 WORK STYLE QUESTIONNAIRES

These measures are concerned with how individuals behave, such as the way they relate to others or the way they approach or solve problems (Examples include personality tests, values and motives inventories, emotional intelligence tests, interpersonal relations scales etc.).

1.2 APPLICATION

This policy applies to all shortlisted candidates to be appointed at Senior Management and equivalent ranks as well as members of Executive Management.

2. PURPOSE

The purpose is to provide guidelines for administering psychometric tests when interviewing candidates for senior and executive management positions. The policy is necessary to ensure that the appropriate tools to evaluate candidates with ability to perform the job and potential to learn and understand information are used during the selection process.

3. POLICY STATEMENT

The University is committed to recruiting capable senior and executive management staff to provide administrative and academic leadership. The policy also provides ethical guidelines which must be followed when conducting psychological tests.

4. POLICY GUIDELINES

- 4.1 Psychometric test shall be used as an assessment tool for selecting senior and executive management positions.
- 4.2 The psychometric test shall be administered in conjunction with other assessment tools such as interviews and presentation.
- 4.3 Psychometric testing shall be applicable to candidates who have been shortlisted and invited for an interview.
- 4.4 The psychometric test shall precede the selection interview and the results will also be taken into consideration when the overall assessment of the candidate is made.

- 4.5 Only registered psychologists and psychometric professionals appointed by the University will be allowed to conduct such assessments as the process requires specific knowledge and skills to administer and interpret the results.
- 4.6 The administration of psychometric testing will be the sole responsibility of a registered psychologist(s) who are appointed by the University. The responsibility includes the ordering and securing of storage of all materials, co-ordination and recording of all assessment and interpretation of assessment tools including feedback to the recruitment panel and candidate(s).
- 4.7 The psychometric test shall be used in addition to other methods of assessment e.g. interview, presentation, etc.

5. RELATED POLICIES AND DOCUMENTATIONS

- 5.1 Recruitment and Selection Policy
- 5.2 Employment Equity Policy
- 5.3 Termination of Employment Policy
- 5.4 Policy on Delegation of Authority



6. REGULATORY FRAMEWORK

- 6.1 The Employment Equity Act
- 6.2 The Labour Relations Act

7. REVIEW DATE


The policy will be reviewed after three years or as and when the need arises.

8. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

9. LIST OF ABBREVIATIONS AND ACRONYMS

HR.....Human Resources
 WWW.....World Wide Web
 UNIVEN.....University of Venda



 Vice Chancellor & Principal

01 December 2009

 Date