



EMPLOYEE ASSESSMENT POLICY

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EMPLOYEE ASSESSMENT POLICY

Preamble

Against the background of our vision to discover new frontiers and opportunities that benefit society, thereby advancing our relevance and impact, the Council of the North-West University (“NWU”, “university”) adopted this policy on 19 November 2025.

1 Interpretation and application

- 1.1 This policy must be interpreted and applied in a manner consistent with the –
- 1.2 Constitution of the Republic of South Africa, 1996;
- 1.3 Higher Education Act, 101 of 1997;
- 1.4 Employment Equity Act, 55 of 1998;
- 1.5 Labour Relations Act, 66 of 1995;
- 1.6 Basic Conditions of Employment Act, 75 of 1997;
- 1.7 Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000;
- 1.8 Promotion of Access to Information Act, 2 of 2000;
- 1.9 NWU Value Statement, and Code of Ethics;
- 1.10 Employee Relations Policy and Behavioural Manual; and
- 1.11 Human Resources Development Strategy for South Africa (current version).

2 Definitions

In this policy –

“**industrial psychologist**” means a qualified, registered professional who is registered with the Health Professions Council of South Africa (HPCSA) and who administers, interprets and reports on psychological and psychometric measures as the supervising psychologist, and

“**psychometrist**” means a registered professional who administers or reports on psychological and psychometric measures under the guidance of a supervising psychologist. A psychometrist must be registered as an independent psychometrist with the Health Professions Council of South Africa (HPCSA).

3 Policy statement

It is the policy of the NWU to –

- 3.1 enhance the quality and quantity of information obtained to assist in making decisions regarding the recruitment, selection, learning and development, and talent management of employees of the University; and to
- 3.2 implement the highest standards of practice in the use of assessments to promote fairness and equal opportunity and maximise the benefits of testing for the University and its employees.

4 Purpose

The purpose of the policy is to –

- 4.1 create an environment and a framework in which all psychometric assessments are conducted appropriately, professionally and ethically, regarding the rights and needs of those involved;
- 4.2 ensure that the psychometric assessment batteries used are appropriate for their intended purpose;
- 4.3 prevent unfair discrimination based on the psychometric assessment results;
- 4.4 ensure that assessments are based on comprehensive and relevant information; and
- 4.5 ensure that assessments are administered only by qualified, registered industrial psychologists, psychometrists or certified human resources practitioners.

5 Rules

5.1 Confidentiality

At all times the Client Services department must securely store all electronic and printed assessment results and reports.

- 5.1.1 Access to the psychometric assessment results and reports is restricted to human resources practitioner, Recruitment Manager, Executive Director, Chief Director and Client Services Director of P&C, and Client Management and an industrial psychologist or psychometrist.
- 5.1.2 An industrial psychologist or psychometrist or certified human resources practitioner may only disclose confidential information to other persons with the written, informed consent of the relevant employee or prospective employee.
- 5.1.3 The psychometric results remain the intellectual property of the NWU and must be used for the intended purpose.

5.2 Equal opportunities

- 5.2.1 Assessments must adhere to the principles of fairness as outlined in the Employment Equity Act, 1998, and may not discriminate against individuals on the grounds of age, gender, disability, sexual orientation, race or religion.
- 5.2.2 The industrial psychologist, psychometrist, or certified human resources practitioner concerned must ensure equal opportunities for all candidates by adapting the standard assessment administration and procedures as required to assess people with disabilities.

5.3 Feedback

- 5.3.1 Assessment results must be interpreted by an accredited, registered industrial psychologist, psychometrist or certified human resources practitioner, within clearly defined criteria.
- 5.3.2 After the conclusion of an interview, feedback on an assessment relevant to the purpose and the job specification for which the assessment was made must be provided by the industrial psychologist, psychometrist, or certified human resources practitioner who administered the assessment.
- 5.3.3 Feedback on an assessment must be provided to a successful candidate by the industrial psychologist, psychometrist or certified human resources practitioner and must be incorporated into the candidate's individual development plan.