



## STAFF ASSESSMENT POLICY

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<b>Accountable executive manager</b>	Executive Director: People and Culture
<b>Policy owner</b>	Director: Talent Management and Recruitment
<b>Responsible division</b>	Talent Management and Recruitment
<b>Status</b>	Approved
<b>Approved by</b>	Council
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## POLICY ON STAFF ASSESSMENTS

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the council of the North-West University has adopted this policy on 20 June 2019.

### 1 INTERPRETATION AND APPLICATION

**1.1** This policy must be interpreted and applied in a manner consistent with the –

- 1.1.1 Constitution of the Republic of South Africa, 1996
- 1.1.2 Higher Education Act, 101 of 1997;
- 1.1.3 Employment Equity Act, 55 of 1998;
- 1.1.4 Labour Relations Act, 66 of 1995;
- 1.1.5 Basic Conditions of Employment Act, 75 of 1997;
- 1.1.6 The Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000;
- 1.1.7 Promotion of Access to Information Act, 2 of 2000;
- 1.1.8 NWU Values Statement, and Code of Ethics
- 1.1.9 Employee Relations Policy and Behavioral Manual
- 1.1.10 Human Resource Development Strategy for South Africa (**current version**)
- 1.1.11 NWU Values Statement, and Code of Ethics
- 1.1.12 Employee Relations policy and Behavioral Manual

### 2 DEFINITIONS

In this policy "**psychometrist**" means a registered professional who has not completed their industrial psychology qualification yet, who administers or reports on psychological/psychometric measures, under the guidance of a supervising psychologist. A psychometrist should be registered as an independent psychometrist with the Health Professions Council of South Africa (HPCSA).

In this policy "**industrial psychologist**" means a qualified registered professional, registered with the Health Professions Council of South Africa (HPCSA), who administers and interprets and/or reports on psychological/psychometric measures, as the supervising psychologist.

### 3 POLICY STATEMENT

It is the policy of the NWU to –

- 3.1 enhance the quality and quantity of information obtained in order to assist in making decisions with regard to recruitment and selection, learning and development and talent management of employees and prospective 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 benefit of testing for the university and the employees of NWU.

## 4 PURPOSE

The purpose of the policy is to –

- 4.1 create an environment and a framework within which all industrial psychological services (psychometric assessments) are conducted appropriately, professionally and ethically, with regard to the rights and needs of those involved;
- 4.2 ensure that the industrial psychological services (psychometric assessments) used are appropriate for their purpose;
- 4.3 prevent assessments from discriminating unfairly;
- 4.4 ensure that evaluations are based on comprehensive and relevant information, and
- 4.5 ensure that assessments are administered only by qualified, registered industrial psychologists or psychometrists.

## 5 RULES

### 5.1 Confidentiality

- 5.1.1. At all times the Talent Management and Organisational Development unit must securely store printed assessment results and reports in locked filing cabinets.
- 5.1.2 Access to the assessment results and reports is restricted to an industrial psychologist or the trained psychometrist.
- 5.1.3 An industrial psychologist or psychometrist may disclose confidential information to other persons only with the written, informed consent of the employee or prospective employee concerned.

### 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 or psychometrist concerned must ensure equal opportunities for all candidates by adapting standard assessment administration and procedures when required for the assessment of people with disabilities.

### 5.3 Feedback

- 5.3.1 Assessment results must be interpreted by an accredited, registered industrial psychologist, or psychometrist under the supervision of the industrial psychologist in the context of 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 or psychometrist who administered the assessment.
- 5.3.3 Feedback on an assessment must be provided by the industrial psychologist or psychometrist to a successful candidate and must be incorporated in the candidate's individual's development plan.

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