

# Department of Labor Guidelines for Occupational Assessments

The **United States Department of Labor** recently released thirteen guidelines for the use of assessment tools with employees. Profiles International not only complies with these standards, we exceed them.

1. Use assessment tools in a purposeful manner.
2. Use the "whole-person" approach to assessment.
3. Use only assessment instruments that are unbiased and fair to all groups.
4. Use only reliable assessment instruments and procedures.
5. Use only assessment procedures and instruments that have been demonstrated to be valid for the specific purpose for which they are being used.
6. Use assessment tools that are appropriate for the target population.
7. Use assessment instruments for which understandable and comprehensive documentation is available.
8. Ensure that administrative staff is properly trained.
9. Ensure that testing conditions are suitable for all test takers.
10. Provide reasonable accommodation in the assessment process for people with disabilities.
11. Maintain security of assessment instruments.
12. Maintain confidentiality of assessment results.
13. Ensure that scores are interpreted properly and consistently.