

## Checklist - 1

### *Designing a Virtual Assessment Centre*

#	KEY THINGS TO KEEP IN MIND	STATUS
1.	Is there a clear understanding of the objective and outcomes of the exercise amongst all stakeholders?	<input type="checkbox"/>
2.	Will the process involve shortlisting of participants at multiple stages, or will all participants go through the same process?	<input type="checkbox"/>
3.	Define the selection criteria, in case the process involves shortlisting of participants.	<input type="checkbox"/>
4.	Agree on the content and structure of the individual feedback reports.	<input type="checkbox"/>
5.	What kind of talent analytics reports would you like to generate, to share with internal stakeholders?	<input type="checkbox"/>
6.	Engage with relevant stakeholders to define the context for the exercise and set expectations.	<input type="checkbox"/>
7.	What are the critical behaviours/ competencies that need to be assessed, for the relevant target group(s)?	<input type="checkbox"/>
8.	What combination of tools will help you assess the relevant behaviours/ competencies most effectively?	<input type="checkbox"/>
9.	Is the assessment design holistic? Does it consider aspects related to the individuals' preferences, demonstrated behaviours and on-the-job performance?	<input type="checkbox"/>
10.	Is an objective rating form needed, to capture Manager Feedback on the relevant behaviours?	<input type="checkbox"/>
11.	What are the logistical and technical implications of the assessment design?	<input type="checkbox"/>