



## 5 Best Practices for Using the PI Cognitive Assessment™

Cognitive ability is one of the strongest single predictors of job performance we can use in the hiring process. However, it also comes with unique fairness and confidentiality considerations. So, we've compiled this checklist of best practices to help you get the most out of adding a cognitive component to your hiring practice.

### 1. Find the target score range

Different jobs require different amounts of cognitive ability. Use tools like the Job Assessment and the Target Scoring Guide to identify a target score for a job. Don't use that score as a cut point. Instead, use a range around the target score to help prevent making unfair decisions.

### 2. Take a whole person approach

Don't use cognitive scores as a single cut point in the hiring process. Instead, use a compensatory scoring approach, allowing for a stronger fit in one area (like the PI Behavioral Assessment) make up for lower fit in another area. This approach helps you find the best job and cultural fit in your candidate pool and keep your process fair.

### 3. Standardize the process for all candidates

Especially in the case of friends or family, people are often tempted to change the process or standard for someone they know or like. Doing so, however, reduces both fairness and effectiveness of your hiring process, and puts you at risk of putting someone you care about in a job that's a bad fit. Use the same process and hold all candidates to the same standard so you can compare your candidates apples to apples and find the best fit.

### 4. Keep the data confidential

Cognitive data is sensitive. It tells us about how quickly someone will learn and problem solve on the job. Because scores can be categorized as high or low, this data is personal, and exposing it widely may have negative implications outside the hiring process. So, only use cognitive data during the hiring process, and don't share it with those who don't truly need to know.

### 5. Track over time

Once you've implemented a target scoring range for a job, measure and keep track of the relationship between cognitive scores and job performance. This helps in two significant ways. First, it enables you to hone your target score over time, and second, it is looked on favorably by the EEOC (Equal Employment Opportunity Commission).