


Workplace Personality Inventory

Administration Guidelines



888-298-6227 • TalentLens.com

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General Information

The Workplace Personality Inventory (WPI) is administered through Pearson's online testing platform at TalentLens.com, an Internet-based system designed for the administration, scoring, and reporting of professional assessments. Instructions for administrators on how to order and access the inventory online are provided at TalentLens.com. Instructions for accessing WPI interpretive reports are also provided on the website. After a candidate has taken the WPI online, the administrator can use the link Pearson provides to review the candidate's results in an interpretive report.

In order to reinforce to candidates that the WPI is designed to show personal attributes that are related to how an individual does his or her job, the administrator should avoid calling the WPI a "test" when introducing or mentioning the inventory to candidates. Rather, we recommend that the administrator refer to the WPI as an inventory or a questionnaire.

Preparing for Administration

Being thoroughly prepared before administering the inventory will lead to a more efficient administration. We recommend that administrators take the WPI themselves prior to administering the inventory, so as to fully familiarize themselves with the directions and other aspects of taking the inventory from the perspective of the candidate.

The administration of the inventory must comply with the code of practice of the user organization, applicable government regulations, and the recommendations of the publisher. Before they receive the inventory, candidates should be informed about the nature of the assessment, why the inventory is being used, the conditions under which they will be evaluated, and the nature of any feedback they will receive. Administrators need to assure candidates that their WPI results will remain confidential. It is the responsibility of the administrator to ensure that candidates understand the purpose and procedure of the assessment. The administrator also should ensure that all relevant

background information from the candidate is collected and verified (e.g., name, gender, educational level, current employment).

While not required for job applicants, it is a good idea for the administrator to obtain informed consent from the candidate before administering the inventory. The informed consent form is a written statement, signed by the candidate, that explains the type of assessment instrument to be administered to the candidate, the purpose of the evaluation, as well as who will have access to the data.

Administration Conditions

The administrator should ensure that the candidate takes the inventory in a quiet, well-lit room. The following conditions are beneficial for creating a favorable attitude by the candidate toward taking the inventory, and for producing accurate WPI data: good lighting, comfortable seating, adequate desk or table space, comfortable positioning of the computer screen, keyboard and mouse, and freedom from noise and other distractions.

Answering Questions

The necessary instructions for completing the WPI are provided on-screen. However, it is important for the administrator to develop and maintain rapport with candidates. The administrator is responsible for ensuring that candidates understand all requirements and how to respond appropriately.

The administrator should not explain the meaning of words or items to candidates. If candidates have questions about the interpretation of an inventory item, the administrator should encourage them to respond to the item as they understand it. The administrator also should encourage candidates to avoid spending too much time thinking about any one item. Advise the candidates that their quick, reasonably careful, and honest first reactions to the items will likely lead to the most accurate information overall about their work styles as measured by the WPI.

Administering the WPI

Candidates can complete the WPI from the comfort of their own preferred location, provided they have computer and online access. After the candidate has accessed the

online testing platform at TalentLens.com or an email link to the inventory, the candidate will see instructions that will guide him or her through the process of completing the inventory. This process will begin with some demographic questions. The inventory is not timed. Candidates typically complete the full inventory in about 20 minutes.

If a candidate's computer develops technical problems while taking the WPI, the candidate should move to another suitable computer location, if possible. If the candidate cannot move to another computer, or if the technical problems cannot be solved by moving to another computer location, contact Pearson's Technical Support at 1-888-298-6227 for assistance. The administrator should provide candidates who are completing the inventory from their own preferred remote locations with information on where to report technical problems.

Scoring and Reporting

Scoring the WPI is automatic, and the report is typically available within a minute after the inventory is completed. A link to the report will be available on TalentLens.com. Adobe® Acrobat Reader® is required to open the report. The administrator may view, print, or save the candidate's report.

Data Security

WPI scores are confidential and should be stored in a secure location accessible only to authorized individuals. It is unethical and poor practice to allow access to data by individuals who do not have a legitimate need for the information. Storing WPI scores in a locked cabinet or password-protected file that can only be accessed by designated individuals will help ensure the security of the WPI scores. The security of inventory materials (e.g., access to online information) and protection of copyright must also be maintained by authorized individuals.

Accommodating Examinees with Disabilities

The Americans with Disabilities Act (ADA) of 1990 requires an employer to reasonably accommodate the known disability of a qualified applicant, provided such accommodation would not cause an “undue hardship” to the operation of the employer’s business.

The administrator should provide reasonable accommodations to enable candidates with special needs to comfortably take the inventory. Reasonable accommodations may include, but are not limited to, modifications to the medium (e.g., having a reader read items to the candidate, or increasing the font size of items) (Society for Industrial and Organizational Psychology, 2003). Interpretive data as to whether scores on **WPI** are comparable for candidates who are provided reasonable accommodations are not available at this time due to the small number of candidates who have requested such accommodations.