

DIN 33430:2016-07 (E)

Job related proficiency assessment

Contents

Page

Foreword	3
Introduction	4
1 Scope	5
2 Terms and definitions.....	5
3 Planning of occupational aptitude appraisals	8
3.1 Assignment clarification	8
3.2 Requirements analysis	9
3.3 Planning	10
4 Selecting and combining methods	10
5 Requirements for methods	11
5.1 Categorization of methods	11
5.2 General method-independent requirements.....	11
5.3 Method-specific requirements.....	12
5.4 Requirements for computer-based and internet-delivered methods.....	16
5.5 Ensuring data protection	16
5.6 Ensuring method protection.....	17
6 Implementation, analysis, interpretation and judgement formation.....	17
6.1 General	17
6.2 Implementation of the aptitude examination.....	17
6.3 Analysis of methods.....	18
6.4 Interpretation of the aptitude-relevant information	18
6.5 Result report.....	19
7 Documentation of proceedings.....	19
8 Evaluation/derivation of improvement measures.....	20
9 Requirements for the qualifications of the persons contributing to the aptitude appraisal.....	21
9.1 General	21
9.2 Qualification requirements for aptitude assessors and responsible aptitude assessors.....	21
9.3 Qualification requirements for observers	23
Annex A (normative) Requirements for handling instructions for methods.....	25
Annex B (normative) Requirements for technical manuals for questionnaires and tests based on psychometric theory	26
Annex C (informative) Information for calling for tender for aptitude assessment processes and methods in compliance with DIN 33430.....	30
Bibliography	33