Swift Occupational Ability

Feedback Checklist - Feedback to Candidate

Feedback given by: _____

Feedback observed by: _____

Setting the Scene

- ☐ Introduce self and purpose of the session
- ☐ Explain timings of the session
- ☐ Build rapport
- ☐ Ask the candidate whether they completed the practice tests
- ☐ Confidentiality & data storage
- ☐ Encourage a two-way session
- ☐ Ask about the candidate's experience completing the assessment(s)

Aptitude Test

- ☐ Provide reminder of the tests completed
- ☐ Explain why the tests have been used
- ☐ Validity period in layman's terms
- ☐ Comparison group; how scored and the composition

Scores

- ☐ Percentiles
- ☐ Behavioral terms
- ☐ Pace using descriptions from the report
- ☐ Total score
- ☐ Sub-scores

Appropriate Language

- ☐ Objectivity (no value judgments)
- ☐ Clarity (no jargon)
- ☐ Use the text descriptions from the report

Summary of Style

☐ Check understanding throughout   ☐ Ask open questions to get reflection/ response from candidate

☐ Invite questions   ☐ Provide summary and conclusion

Responses to Questions

Points to Continue

Points to Continue

Points to Consider Going Forwards