



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, September 28, 2007

DEO 2007-05

MEMORANDUM FOR: Human Resources Directors

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Assessment Decision Tool

The Office of Personnel Management (OPM) is pleased to provide the Assessment Decision Tool (ADT) to agencies as a component of our broader applicant assessment initiative announced in September 2006.

The ADT is an interactive system designed to help human resources professionals and hiring supervisors/managers develop customized assessment strategies based on specific competencies and other factors relevant to their hiring situations (e.g., volume of applicants, level of available resources). The ADT was designed to be used in conjunction with the *Assessment Decision Guide*, issued June 6, 2007. The *Guide* presents practical information on various assessment methods, along with guidance on designing an effective assessment process. Both the *Guide* and the ADT are available on OPM's Personnel Assessment and Selection Resource Center website located at <http://apps.opm.gov/adt/>.

Using high-quality assessment tools to evaluate job applicants is essential for filling critical vacancies with qualified and productive employees. Agencies may use the information in the Personnel Assessment and Selection Resource Center to design their own personnel assessment strategies or to enhance their current selection process. If you have questions or would like additional information on OPM's assessment tools and resources, please contact your Human Capital Officer.