Self-Assessment Questions

Self-Assessment Question Submission Guidelines:
For each workshop, presenters are required to submit five multiple choice questions designed to test the audience's knowledge of the learning objectives and key takeaways from your presentation. Please type five multiple choice self-assessment questions. Your question should be a multiple-choice question with (1) best answer and (3) reasonable detractors based on the learning objectives for the workshop. Please submit to ASA prior to Aug. 31, 2018. We have provided examples of quality questions below and outlined instructions on how to write effective multiple-choice questions should you need assistance.

How to Submit Your Self-Assessment Questions and Answers
In order to submit your self-assessment questions simply follow these easy instructions.
1. Write all of your questions in one Microsoft Word document
2. Indicate a correct answer for each question, and include three incorrect answers
3. Indicate the response you would like an attendee to see if they get the answer incorrect
4. After completing five questions, save your file as: last name_first name_SW18questions_todaysdate
   - For example: Smith_Joe_SW18questions_8.1.2018
5. When you're done saving your file, click on this Dropbox link to upload your file and assessment questions to the ASA Dropbox account.
6. You are done.

Preparing Self-Assessment Questions and Answers

Your questions should be a multiple-choice question with (1) best answer and (3) reasonable detractors. Develop one question/answer for each of 4 learning objectives you have established. Consider:
- Questions must be written in multiple-choice format.
- Each question is required to have 4 answers to choose from. Please include the correct answer when supplying the multiple choices. Questions must be simple, clearly stated, and relate only to the educational objective for which they were designed.
- Pose the question in the affirmative; avoid the use of negative statements such as "not" and "except" because they often confuse the learner.
- Answer choices should be specific and distinct, and not overlap with the other answers. Avoid using the same or similar words in both the question and the correct answer as this may clue the learner to the correct answers.
- Lastly, add a response that will be presented to those who incorrectly answer the question, indicating why the correct answer is the best choice.

Sample Assessment Questions

Sample Question Number 1:
A staffing firm promotes teamwork as a core value. What would be the best way for a manager to model this value for the rest of the organization?

⬤ A. Implement a mentoring program.

⬤ B. Schedule workshops on teamwork for all functions.

⬤ C. Encourage subordinates to take project leadership roles.

⬤ D. Establish cross-functional brainstorming groups.
The correct answer is **D. Establish cross-functional brainstorming groups.**

Response for those answering incorrectly: Brainstorming groups that are run effectively involve collaboration, respect, and support, which are essential to teamwork. Workshops can promote the concept but cannot model it. Efforts aimed at improving leadership skills may not focus on the value of teamwork. Similarly, mentoring may focus on the individuals alone.

Sample Question Number 2:
What is a reasonable outcome of effective succession planning for leadership positions in a staffing organization?

☐ A. Strategic assessment

☐ B. Equitable executive compensation

◉ C. Organizational experience

☐ D. Organizational diversity

The correct answer is C. **Organizational experience**
Response for those answering incorrectly: Succession planning determines which employees might benefit from different organizational experiences and pinpoints the training they will need to advance in the organization. It is an ongoing process of systematically assessing potential talent.

Sample Question Number 3:
When a new director joins a staffing company, the team expresses concerns about the process used for selecting new hires. In the current process, interviewers ask their own questions and use their own criteria for assigning letter grades. This system has resulted in poor hiring decisions, a lack of consistency across departments, and a lack of diversity in certain departments. The team is not confident that the organization is hiring the right people, but each department still thinks it can handle its own hiring better than a centralized department can, and they are not interested in trying a new process.

What is the best way to handle concerns about the current hiring process?

◉ A. Create a structured interview process that standardizes the questions asked and the criteria for grading.

☐ B. Maintain the current process but provide interviewers with behavioral anchors to define each grade.

☐ C. Solicit feedback from organizational stakeholders about the key qualities they are looking for in talent.

☐ D. Analyze turnover, performance, and exit interview data over the past two years.

The correct answer is A. Create a structured interview process that standardizes the questions asked and the criteria for grading.

Response: Creating a structures interview process champions the implementation of a new standardized procedure based on an identified need for organizational change.