

Workplace Personality Inventory™ –II

2016 Norm Updates

FAQs



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Workplace Personality Inventory™-II 2016 Norm Updates Frequently Asked Questions

Why was the Workplace Personality Inventory-II renormed?

The Workplace Personality Inventory-II was renormed to support data quality and adhere to industrywide and internal Pearson standards. Norms are most useful when they accurately reflect the population they represent and when they allow for closer analysis of various occupations or industries. The Standards for Educational and Psychological Testing recommend renorming an assessment with “sufficient frequency to permit continued accurate and appropriate score interpretation” (p. 104, AERA, APA, NCME, 2014).

How will the Workplace Personality Inventory-II change after the norm updates?

The items, scales, domains, scoring, and reporting will all remain the same. During a norm update, only the percentiles associated with Workplace Personality Inventory-II scores change.

When will the updated norms be available?

The updated norms will be available on August 14, 2016.

What process did Pearson use to create the new norms?

The updated norms were created from a national database of Workplace Personality Inventory-II results. The data were collected from 2014–2016 via the internet-delivered administration of the Workplace Personality Inventory-II.

What’s different in the new norms?

As with the previous norm groups, the updated norm groups are provided by occupation, industry, and position type/level. The groups provided are based on the industries and occupations in which the Workplace Personality Inventory-II is most frequently used. The updated norm groups are listed below. The Workplace Personality Inventory-II Norm Group Composition Tables are available on the assessment product page and the TalentLens.com Resources page (<http://us.talentlens.com/product-support-materials>).

Occupation

- Accountants (NEW)
- Consultants (NEW)
- Engineers (NEW)
- Human Resource Professionals (NEW)
- Information Technology Professionals (NEW)
- Health Care Professionals (NEW)
- Sales Representatives (2016)
- Customer Service Representatives (2016)

Position Type/Level

- Executives/Directors (2016)
- Managers (2016)
- Administrative Personnel (2016)
- Working Adults in the U.S. (NEW)
- Skilled Trades (2016)
- General Labor (2016)
- Principals/Superintendents (2016)

Why do the updated norms have the year designation in the norm group name? For example, why does the Sales Representatives norm group now appear as “Sales Representatives (2016)?”

Pearson will be using this naming convention from this point forward to clearly identify updated versus previously published norm groups. By using this naming convention, it is less likely that users will inadvertently compare two candidates for the same position using two different norm groups.

How should I transition from the set of norms I have been using to the updated norms?

If you are already making hiring or promotion decisions for a group of applicants using a previous norm group, you will probably want to continue using the previous norm group until there is an appropriate time to make the transition. An example of an appropriate time would be when you have already made a hiring decision for a specific position, and will be testing a new group of applicants for another open position. The previous norms will not be available after August 14, 2016, and the new norms will be applied to newly assigned assessments after that date.

Can I compare candidates who have scores based on the previous norms against those who have scores based on the new norms?

This type of comparison is not recommended. If you have already given the Workplace Personality Inventory–II to a group of applicants using the previous norms and you plan to test additional applicants for the same position, you will need to use a common comparison group (e.g., the previous norm group using the look-up tables available from Talent Lens) for the entire group of applicants.

What if I have already determined an appropriate cut-score based on the previous norm group?

A look-up table of the previous norms will be available upon request for your reference. You may want to compare the new norms with the previous norms when adjusting your cut score or deciding to maintain your current cut score. Many factors will influence the decision to adjust or continue with the same cut score (e.g., situational factors such as the need to keep jobs filled and the supply of talent in the local labor market).

Can a candidate’s Workplace Personality Inventory–II results be rescored, using a different norm group?

Yes, you may purchase an add-on (additional) report to re-score the assessment using a different norm group. The candidate does not have to take the assessment a second time, as long as their Workplace Personality Inventory - II session is current. However, assessment sessions older than twelve months are not recommended for this procedure, as it is best to use a current sample of the individual’s traits.

What if I have already collected local norms?

If you have local norms, you can continue to use the raw score printed on the report and convert the score using your local norms look-up table as you have been doing. No changes have been made to the test content or scoring, so your local norms are still appropriate. In a selection process, can I compare candidates whose scores are based on the norms of the original Workplace Personality Inventory to candidates whose scores are based on the corresponding norms of the Workplace Personality Inventory–II?

No, you shouldn’t compare candidates’ scores this way. If you have administered the original Workplace Personality Inventory to a group of applicants and you plan to test additional applicants for the same position, continue using the original Workplace Personality Inventory for the entire group.

How do I access the original Workplace Personality Inventory norms?

A look-up table of the original norms is available upon request for your reference. Use the raw score provided on the report to obtain the corresponding percentile from the previous norm group in the table.

How do these changes impact Occupational Solutions?

The changes described in this document do not apply to the Workplace Personality Inventory Occupational Solutions.

How will this affect my assessment batteries?

You should deplete your inventory of assessment batteries prior to August 14, 2016 and refrain from creating additional batteries until after that date. After that date, the updated norm groups will be available for assignment to your newly created assessment batteries.

What will happen to my assigned Workplace Personality Inventory-II assessments when the new norms are available?

There are two conditions of Assigned assessments that you need to address.

1. Assigned and Activated

To determine how many assessments are in Assigned, choose the Results tab (Figure 1) in your online account and then choose Status/Score Reports.

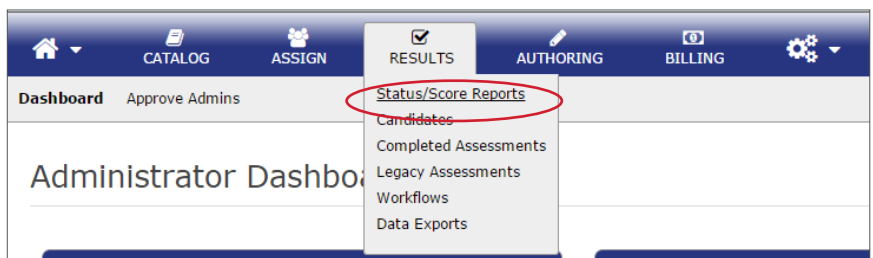


Figure 1. Navigating to Status Report.

Click the hyperlinked number in the Assigned column (Figure 2) to see the assessment records in the Assigned Detail Window.

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Workplace Personality Inventory™- II: Profile Report	2	2	1	-	-

Figure 2. Accessing Assigned Detail Window.

Check each record for a date in the Date Activated column (Figure 3). If there is a date, encourage the test taker to complete the assessment before August 14, 2016.



Figure 3. Viewing Assessment Activation Date.

Contact the test taker directly or select Send Reminder Email to send a reminder as shown in Figure 4.

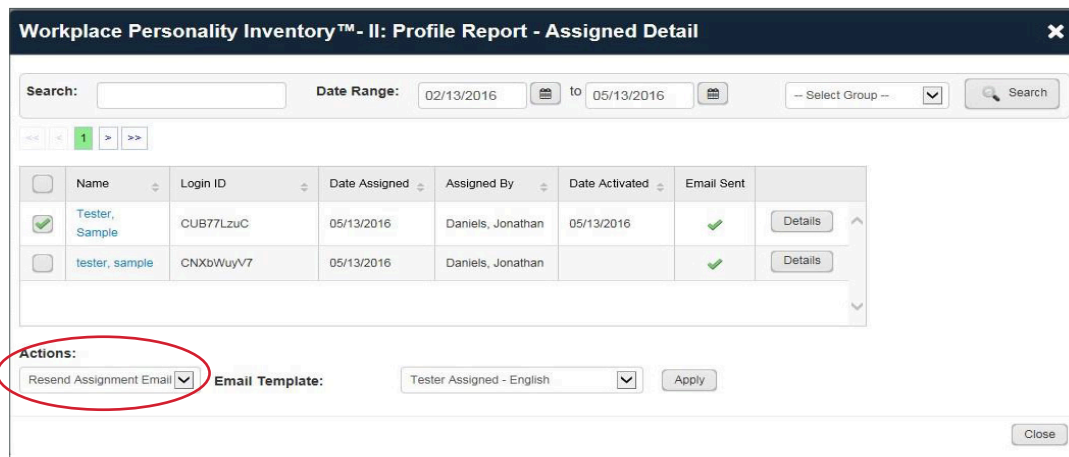


Figure 4. Sending a System-Generated Reminder Email.

If the test taker has activated the assessment and you *do not* want them to complete it for any reason (e.g., he/she is no longer being considered as an applicant for the job), select Withdraw Assessment from the Actions menu as shown in Figure 5. **Note:** When assessments are withdrawn, you cannot reclaim or be refunded for the inventory. This action is final and no further action can be executed on the assessment.

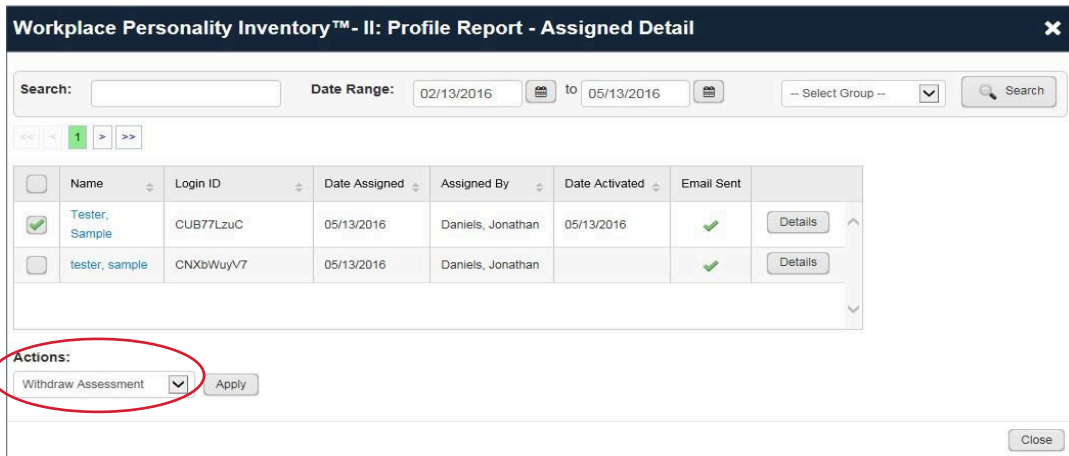


Figure 5. Withdrawing an Activated Assessment.

2. Assigned but Not Activated

If there is no date in the “Date Activated” column, encourage the test taker to complete the assessment prior to August 14 OR select Reclaim from the Actions menu (Figure 6).

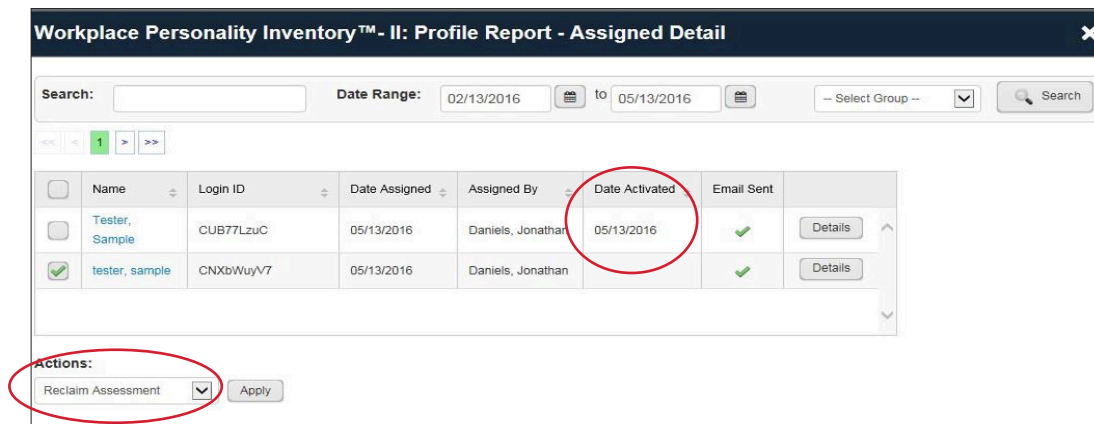


Figure 6. Assigning or Reclaiming Unactivated Assessment.

If you would like to reclaim the assessment to be put back as available inventory for future assessment assignments, select “Reclaim Assessment” from the Action drop-down menu. You will receive a confirmation message stating that this action cannot be undone. Click OK to confirm that the assessment is reclaimed.

To move your “Expired” assessments back into inventory, select the hyperlinked quantity in the “Expired” column of the Status/Score Report page (Figure 7).



Figure 7. Accessing Expired Detail Window.

Check the boxes to the left of the Expired assessment records and click Reclaim to put them back into your inventory (Figure 8). You will receive a message confirming that the inventory has been reclaimed successfully.

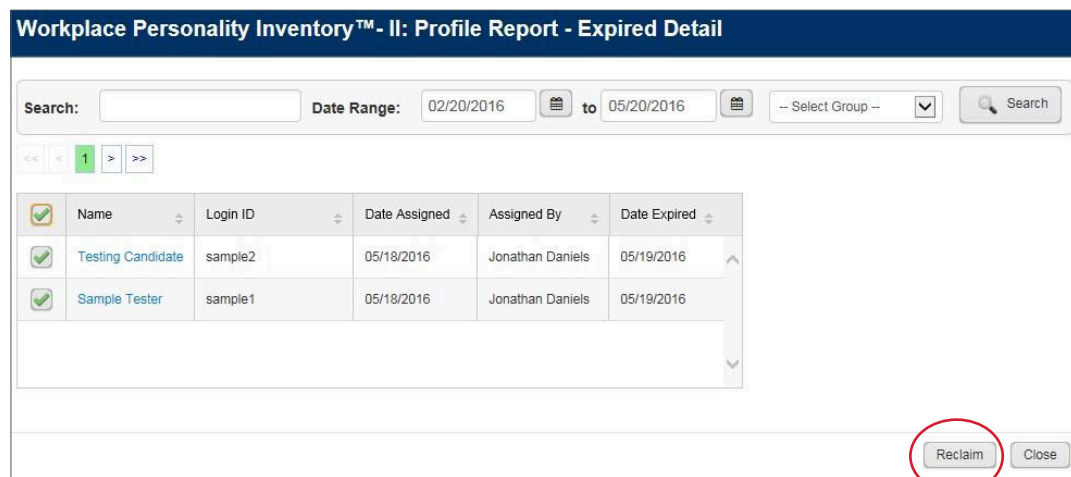


Figure 8. Reclaiming an Expired Assessment.

What will happen to my “Completed” Workplace Personality Inventory - II assessments on August 14?

All Workplace Personality Inventory-II assessments completed prior to August 14 will be scored using the *previous* norm groups. The reports for these assessments reflect percentiles based on the *previous* norm group.

How will this affect my custom URLs?

You have two options for handling custom URLs associated with any of the previous norm groups. You can disable the URL (i.e., select “No” under the Enabled option) and create a new one using the updated norm groups.

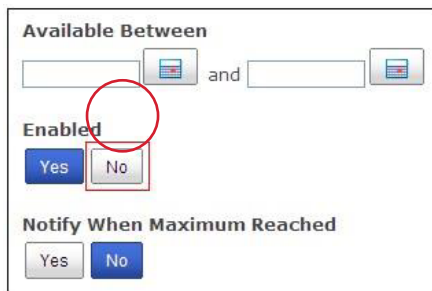


Figure 9. Disabling a Custom URL.

Alternatively, you can go into the URL settings on August 15 and assign one of the updated norm groups to the URL (via the “Products” tab).



Figure 10. Assigning Updated Norm to a Custom URL.

Can I buy the Workplace Personality Inventory–II Development Report later using the original test results?

Yes, you may purchase the Development Report later. We do not recommend the new norms with test results older than 1 year.

What do the scores for Rule Following mean?

High scorers on Rule Following tend to do things “by the book,” whereas low scorers tend to use personal discretion in applying rules. Rule Following is important for jobs where strict adherence to rules is a large component of the job. For other positions (e.g., higher-level jobs where individual judgments are typical), a high level of Rule Following is not necessarily expected. These facts were instrumental in renaming the scale to Rule Following and discarding the O*NET term “Integrity.”

What does the Unlikely Virtues (UV) score mean and how do I use it in the assessment process?

The Unlikely Virtues scale contains items that describe highly virtuous behaviors (e.g., never getting upset with coworkers). High scores on this scale suggest that the test taker is responding to the assessment with an overly positive self-endorsement. When an Unlikely Virtues score is excessively high (i.e., equal to or higher than the 95th percentile), interpret the work styles results with caution. If you are using results for selection processes, focus on other sources of information concerning the candidate.

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