



## **STATEMENT OF WORK**

### **RECRUITMENT SELECTION TOOLS**



## 1. Background

The IAEA Recruitment unit is operating in a highly competitive market and recruiting in very specific fields, such as nuclear energy. Selecting the best potential employees with top qualifications is critical to the success of its activity. To achieve this objective, the IAEA wishes to use modern tools which will support its endeavour to identify high calibre applicants in a transparent manner, and which will align as closely as possible to the profile of positions advertised. Recruitment selection tools include, in addition to interviews and CVs, tests of a psychometric nature, technical, managerial and soft skill ability tests.

Candidates are currently subjected to selection tool tests, as well as to a one-hour interview with a psychologist, who will validate results of the tests and provide the Interview Panel with an overall personality assessment. Tests account only for one part of the candidate's evaluation. In addition, candidates may be invited for technical testing and an interview. Based on the above and reference checks, a candidate may be selected and appointed to a position.

## 2. Scope

The IAEA wishes to procure a Recruitment Selection Tool to be used to assess competencies of candidates for staff positions. IAEA Recruitment Officers in cooperation with hiring managers, select a variety of tests (personality, competency, reasoning and other tests) based on the profile of the position advertised. The objective of using selection tools is to map out the skills and personality profile of candidates, and their ability in terms of creativity, problem-solving, structured/non-structured approach to addressing issues, managing crises, and performance issues.

## 3. Definitions

- (i) Interview Panel: A group of individuals from across the IAEA tasked with undertaking a comparative evaluation of all applicants and making a recommendation on which candidates are of the highest standards of efficiency, technical competence, and integrity.
- (ii) Recruitment Unit: A unit within the IAEA's Division of Human Resources. The Recruitment Unit facilitates the recruitment process by providing guidance and support to hiring managers.
- (iii) Personal History Form: The name for the online application form that all candidates must complete when applying for a position at the IAEA.



#### **4. Contractor's Requirements**

The Contractor shall carry out the activities listed here below and provide the deliverables specified:

- 4.1 Arrange an access period for testing and related telephone communication directly with the IAEA prior to commencement of any testing;
- 4.2 Inform candidates of the contents and duration of tests, and define and describe relevant logistical arrangements;
- 4.3 Provide candidates with the Curriculum Vitae of the psychologist who will conduct the relevant phone interview(s), if applicable;
- 4.4 Ensure highest standards of confidentiality with regards to candidate data; the Contractor shall maintain storage of candidates' data for a maximum duration of three (3) months;
- 4.5 Meet ad hoc testing requirements within a response time of two (2) days after the Contractor's receipt of a Purchase Order;
- 4.6 When applicable, inform the IAEA when updates or revisions to tests have been made, and ensure that most up to date tests are used for IAEA candidates;
- 4.7 Provide client support to address mistakes in reports within two (2) business days;
- 4.8 On a bi-annual basis (two times a year) provide analysis of IAEA testing usage based on grade (level), and department; and
- 4.9 Assess the candidates against a norm group not older than 10 years.

#### **5. Test Categories**

The Contractor shall use the below categories of tests and provide follow up briefings with the IAEA to discuss results, as outlined below:

##### *5.1. Work-life Scenario or Managerial Scenario Tests*

The Work-life Scenario or Managerial Scenario tests shall be accessible for the candidate, online within three (3) business days of the Contractor's receipt of a Purchase Order.

##### *5.2. Inductive and Verbal Reasoning Tests*

The Inductive and Verbal Reasoning Tests shall:

- (i) be accessible for the candidate, online within three (3) business days of the Contractor's receipt of the Purchase Order; and



- (ii) be administered either together or independently; the tests shall not be automatically bundled, as to reduce unnecessary testing of candidates.

### 5.3. *Competency Tests*

The Competency Tests shall:

- (i) be done by telephone or video-calls, arranged within three (3) business days of the Contractor's receipt of the Purchase Orders;
- (ii) be aligned to the job profile of the position advertised, whereby the IAEA will select a maximum of four (4) competencies which candidates shall be tested on; the IAEA will provide this information to the Contractor at the time the Purchase Order is issued;
- (iii) include a candidate and IAEA briefing with a psychologist of an appropriate level based on the vacancy grade.

### 5.4. *Personality Tests*

The Personality Tests shall:

- (i) be provided via electronic access to the candidate within three (3) business days of receipt of a Purchase Order;
- (ii) include a candidate and IAEA briefing with a psychologist of an appropriate level based on the vacancy grade;
- (iii) include one telephone debriefing for each vacancy, lasting 20 minutes per candidate, and which shall be conducted between a psychologist and the IAEA recruitment officer. The psychologist involved in the debriefing shall be the same as the one who conducted the interview with the candidate;
- (iv) produce results of all candidates for each vacancy converging in a recommendation to the IAEA as to which candidate may represent the best fit for the vacancy; and
- (v) be offered in the English language (desirable also in the candidate's choice of one of the other five (5) official UN languages (Arabic, Chinese, French, Russian, Spanish)).

### 5.5 *Psychologist Briefings*

5.5.1 The Psychologist Briefings shall be a one (1) hour telephone interview conducted by a psychologist with each candidate. The psychologist shall be fully conversant with the requirements of the position, as well as with the IAEA working environment.

5.5.2 The psychologist shall probe each candidate during the telephone interview on personality traits related to the competencies provided by the IAEA. If required, the IAEA will explicitly request in writing that additional knowledge or skills be queried by the psychologist, in greater detail during the telephone interview.



## 6. Development of IAEA or United Nations Norm Group

Upon request, the Contractor shall describe and provide a plan for the creation of a norm group based on public international organizations. This norm group shall:

- (i) become the intellectual property of the IAEA, to be shared for the benefit of the IAEA for future usage, including usage with other Contractors; and
- (ii) be concluded with information from no less than 200 sample candidates.

## 7. Training

Upon written request by the IAEA, the Contractor shall provide a one (1) day on-site training for IAEA staff on the reading and interpretation of test results.

## 8. Deliverable Data Items

8.1. The Contractor shall, upon receipt of the Purchase Order, submit to the IAEA Purchase Order initiator, by email, the following data items, in addition to the test results:

### 8.1.1 *Credentials*

- (i) Credentials and experience of persons who have developed the tests; and
- (ii) Evidence that tests are registered with a national testing or psychology board, or equivalent.

### 8.1.2 *Quality Assurance*

- (i) Information on standards according to which tests have been developed (e.g. American Psychological Association, National Council on Measurement in Education, or equivalent);
- (ii) Proof of membership in the International Test Commission, or equivalent;
- (iii) Information as to when tests were developed and last updated to incorporate new best practices or to meet the demands of the market; and
- (iv) Information on norm groups applied to multicultural environments. The IAEA operates in a multicultural environment, which requires staff members from over 100 different countries to work with one another within one organization. This shall not be understood as comparable to multicultural staff working within a local company.

8.2. The Contractor shall submit to the IAEA assessment reports of each individual candidate's performance for the below tests as requested in the Purchase Order:

- (i) Executive Summary tests;
- (ii) Competency assessments;
- (iii) Personality assessments;
- (iv) Scenario Testing assessments;
- (v) Reasoning Ability assessments; and
- (vi) Psychologist Briefings

- 8.3. For candidates who are internal to the IAEA, the Contractor shall, in addition to the requirements as outlined in Section 8.1. above, include a recommendation for skills development.

## **9. Responsibilities of the IAEA**

- 9.1. The IAEA will supply to the Contractor a list of IAEA competencies required for Competency Testing of each vacancy when a Purchase Order is initiated;
- 9.2. The IAEA will provide to the Contractor candidate contact details, indicating a time frame within which the Contractor shall contact the candidate when issuing a Purchase Order;
- 9.3. The IAEA will arrange times for debriefing calls between the IAEA and the Contractor within the normal working hours of 9:00 – 17:00 hours (CET), after a Purchase Order has been issued; and
- 9.4. The IAEA will provide to the Contractor the vacancy notice and the candidates' personal history forms when a Purchase Order is issued.