

Designing a Fair and Valid Selection Process (with AI as Your Analyst)

Context:

You've been asked to help design (or improve) the hiring process for an entry-level role in your organization (e.g., Customer Support Associate, Marketing Assistant, Junior Data Analyst). The goal is to select candidates **fairly, reliably, and validly**, aligned with the job's **KSAOs** (Knowledge, Skills, Abilities, and Other characteristics), while considering **legal/ethical constraints** and candidate experience.

Your Task (Post = ~350–500 words + exhibits)

1. **Pick a role** (real or hypothetical) and briefly describe its core duties.
2. **Identify 4–6 KSAOs** essential for success in the role.
3. **Propose a 3–4 step selection process** (e.g., structured application screen → skills test → structured interview → work sample).
 - For each step, explain **what it measures, how it aligns to specific KSAOs**, and how you would improve **reliability** and **validity**.
4. **Use an AI tool as a critical-thinking partner** (e.g., Copilot, ChatGPT, Claude, Perplexity) to:
 - Generate *initial* ideas for KSAOs and assessment methods.
 - Then **critique the AI's output**: Where was it accurate, vague, biased, or misaligned with the job? What did you **accept, adapt, or reject**, and why?
5. **Address risk and ethics**:
 - Identify **two potential adverse impact risks** or **bias points**, and how you would mitigate them (e.g., structured scoring rubrics, validated work samples, audit logs, human-in-the-loop).
 - Note **legal/ethical considerations** (e.g., avoiding protected-class proxies, accessibility, job-relatedness).
6. **Conclude with feasibility**:
 - What metrics would you track to monitor ongoing **predictive validity** and **fairness**? (e.g., correlation between test scores and performance after 6 months; selection rate ratios; candidate satisfaction).

Required Exhibits (attach or embed)

- **KSAO–Assessment Alignment Table** (rows: KSAOs; columns: Assessment method, Evidence/Example, Reliability/Validity notes).
- **AI Interaction Snapshot**: Paste a short excerpt of your AI prompts and the AI's output (3–6 lines each is enough).
- **Bias Mitigation Plan**: bullet list of steps.

Guidance on Using AI (You must do all of the following)

- **Transparency:** Include your exact prompts and a short note on how you evaluated the AI's suggestions.
- **Triangulation:** Compare the AI's ideas to at least **one non-AI source** (e.g., your textbook chapter, a job posting, or O*NET). Cite it informally.
- **Criticality > Creativity:** You're graded on how **well you interrogate** the AI's output (identify assumptions, gaps, and risks), not on how flashy the prompts are.
- **No copy-paste:** AI-generated text must be **revised** by you for accuracy, job-relatedness, and fairness.

Sample Structure (you can follow this outline)

Role & Duties (2–3 sentences)

KSAOs (bulleted)

Selection Process (3–4 steps with rationale)

AI Collaboration (what it suggested; what you accepted/changed/rejected and why)

Risk & Ethics (bias points + mitigation; legal/ethical notes)

Feasibility & Metrics (how you'll validate and monitor)

Exhibits (table, AI snapshot, mitigation list)