

WEIGHTING COMPETITION ASSESSMENTS

WHAT IS WEIGHTING?

Weighting is a mathematical calculation used to give more importance to certain assessments and / or interview questions when calculating an overall score. A numerical value or percentage is assigned to various assessments or questions based on the importance that the assessed knowledge, skill or competency has to success in the job.

Remember when your high school teacher said your assignments were worth 40 percent of your final grade and your final exam was worth 60 percent? This is called weighting. It very simply is a way of recognizing that not all parts of the assessment are equal in value.

HOW IS IT DONE?

ASSIGNING WEIGHT TO THE ASSESMENTS

The easiest way to assign weight to various assessments is by starting with 100 points (100%) and then allocating a portion of this total to each of the assessments you are using; e.g., 30 points or 30% to the written assignment, 70 points or 70% to the interview. The total weight of all assessments would equal 100 points or 100%. To calculate each applicant's score:

1. Divide their assignment score by the total number of marks available for that assignment.
2. Multiply each score by its respective weight.
3. Add the weighted scores to obtain the final score.

EXAMPLE:

Using the example of 30 weighted points for the written assignment and 70 weighted points for the interview, an applicant received 35/50 on the written assignment and 80/100 on the interview questions. Their weighted score would be $(35/50 \times 30)$ plus $(80/100 \times 70) = 21 + 56 = 77$ marks out of a possible 100 marks.

ASSIGNING DIFFERENT WEIGHT TO DIFFERENT INTERVIEW QUESTIONS

The easiest way to assign different weight/ numerical value to different interview questions is by using multipliers. This way you can use the same scale i.e. 5 point or 10 point scale and simply use a multiplier to assign greater weight to questions with greater complexity and/or importance.

The decision to assign a particular weight to specific interview questions is made prior to the interview process and is based on the importance of the skill or competency required for the position. Interview scores and maximum point values are pre-established to ensure transparency and integrity of the competition.

EXAMPLE:

Four interview questions are asked of all applicants and a 5 point scale is used to rate responses. Question 1 and 3 are determined to be twice as important as questions 2 and 4. David received the following scores on each question: 4, 3, 3, 3. David's weighted score for the interview is

Question 1: $4 \times 2 = 8$

Question 2: 3

Question 3: $3 \times 2 = 6$

Question 4: 3

Total: 20 out of 30 marks.

ASSIGNING PERCENTAGE WEIGHT TO ASSESSMENTS

Another method to weigh the assessment process involves using percentages; this is a common practice in the academic world i.e. an assignment may be worth 100 points but is only worth 10% of the final mark.

Assigning different percentage weight to different assessments (i.e. written assignment, phone interview, and final interview) is an acceptable practice. In order to calculate the Years of Continuous Service Calculation, scores must be reported in point values rather than % values in the competition rating guide. Point values must be recalculated based on the % weight assigned to each assessment.

EXAMPLE:

- Assignment marked out of 100 points – Applicant receives 67 points = 67% (calculation: $67/100$)
- Interview is marked out of 100 points – Applicant receives 72 points = 72% (calculation $72/100$)
- The hiring panel has pre-determined the assignment will be weighted at 30% and the interview will be weighted at 70%

Calculation Steps

1. First apply the percentage weights:
2. Assignment worth 30% - adjusted point value based on the % weight ($200 \times 30\%$) = 60 points
3. Interview worth 70% - adjusted point value based on the % weight ($200 \times 70\%$) = 140 points
4. The Applicant's adjusted points based on the 30% assignment weight = 40.2 ($67\% \times 60$) out of 60 points
5. The Applicant's adjusted points based on the 70% interview weight = 100.8 ($72\% \times 140$) out of 140 points

Adjusted results based on the assessments weight

- Assignment 40.2 points out of 60
- Interview 100.8 points out of 140

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