TALENT ENGINEERING ACADEMY

Work Samples and Skills Assessments

PRACTICE WORKBOOK

Create proportionate job-relevant tasks, score the work consistently and avoid unpaid production assignments.

PATHWAY	Assessment and Hiring Decisions
LEVEL	Practitioner
EDITION	2026.09
UPDATED	2026-09-24

Free learning. Practical work. Better recruitment.

An education initiative by Vitae.

WORKBOOK GUIDE

Build something useful as you learn.

This workbook turns the course into a practical piece of work you can review, refine and adapt. Print it, annotate it digitally, or use the prompts in your preferred notes tool.

YOUR COURSE DELIVERABLE

A candidate task, preparation brief and scoring rubric.

How to use this workbook

01 Work through the course lessons in order, then complete the matching workbook prompts.

02 Use fictional or properly authorised information. Do not add candidate or client confidential data.

03 Compare your decisions with the self-review guidance. Revise assumptions, gaps and unclear ownership.

04 Keep the finished workbook as evidence of your learning and as a starting point for real work.

BEFORE YOU START

Talent Engineering Fundamentals, or equivalent recruitment experience.

Course page: https://talentengineering.org/courses/work-samples

PART 1

Plan your course deliverable.

Use these planning pages to define what you are producing before you work through the lesson exercises. Return to them as your thinking develops.

WORKSHEET 01

Capability and realistic task

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 02

Candidate instructions and time allowance

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 03

Permitted tools and assistance

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 04

Accessible alternatives and support

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 05

Scoring criteria and example responses

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 06

Pilot findings and revision

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

PART 2

Apply each lesson.

Each exercise is designed to turn the lesson into evidence of practice. Complete the task, then use the guidance to challenge your first answer.

LESSON 01 / 04

Choose a representative slice of work

YOUR PRACTICE TASK

Design a 30-minute task for one essential criterion.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A quality role receives a fictional incident log and is asked to identify likely causes and the next evidence to gather. It is not asked to solve an active client problem or produce a complete operational audit.

SELF-REVIEW GUIDANCE

State the capability, supplied information and expected output. Explain why the task resembles relevant work and does not require company-specific knowledge the candidate has not been given.

LESSON 02 / 04

Write instructions that reduce irrelevant variation

YOUR PRACTICE TASK

Write a candidate brief including tools, time, support and evaluation criteria.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Candidates may use a spreadsheet and reference notes, but must explain their assumptions and identify any AI-assisted steps. The rubric scores analytical reasoning and verification, not the visual polish of the slide deck.

SELF-REVIEW GUIDANCE

A candidate should know what to submit and how it will be judged without a private coaching conversation. Include a clear question route and a practical process for requesting adjustments.

LESSON 03 / 04

Score outputs using evidence and anchors

YOUR PRACTICE TASK

Score three fictional outputs and write the rationale for each dimension.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Two candidates use different diagnostic methods but both identify missing data and a safe next step. The rubric credits sound reasoning rather than awarding full marks only to the assessor’s preferred diagram.

SELF-REVIEW GUIDANCE

Show which evidence meets each anchor. Note where a different method is still valid and where a polished output lacks reasoning. Do not let presentation quality silently dominate the total.

LESSON 04 / 04

Pilot fairness, burden and usefulness

YOUR PRACTICE TASK

Create a pilot checklist and revise your task after two fictional tester observations.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A pilot takes an experienced employee ninety minutes despite a thirty-minute estimate. The team reduces the scope and clarifies the data rather than blaming candidates for incomplete submissions.

SELF-REVIEW GUIDANCE

Record actual completion time, ambiguous instructions and barriers. Explain what evidence the task adds and what it cannot establish. A successful pilot demonstrates usability, not universal predictive validity.

FINAL REVIEW

Strengthen the work before you use it.

Review the completed workbook as one connected piece of work. The strongest deliverables are internally consistent, explicit about limitations and clear about who decides what happens next.

- [ ] The work distinguishes facts, evidence, assumptions and open questions.
- [ ] Decisions have named owners, dates and review points.
- [ ] Measures connect to the outcome rather than activity alone.
- [ ] Risks, accessibility needs, privacy considerations and limitations are visible.
- [ ] The next action is specific enough for another person to follow.
- [ ] The finished deliverable can be explained in plain language.

FINAL CHANGES AND NEXT ACTIONS

FURTHER READING

Continue with trusted sources.

These sources support further study. A reference does not imply endorsement. Check the current official rules and obtain appropriate professional advice for real legal, financial or regulated decisions.

CIPD: Selection methods

Professional context for selection methods and their limitations.

https://www.cipd.org/uk/knowledge/factsheets/selection-factsheet/

GOV.UK: Discrimination in recruitment

UK legal context. Obtain advice for your jurisdiction and circumstances.

https://www.gov.uk/employer-preventing-discrimination/recruitment

ABOUT THIS WORKBOOK

Original educational scenarios. Practical work is self-directed and is not independently assessed. Adapt any method to your context with appropriate review.

Talent Engineering Academy is an education initiative by Vitae.