

Talent Assessment Software Evaluation Checklist

Here's a vendor-neutral checklist to guide your evaluation process, including questions to ask and red flags to watch out for.



Evaluation criteria

Criterion	Ask for	Evidence worth accepting	Vendor 1	Vendor 2	Vendor 3
Implementation success	A week-by-week rollout plan	Dated milestones from integration setup through manager training, each with a named owner at the vendor	☐	☐	☐
ATS and HRIS integration	A live test in your own environment	Invite, completion, score and stage update on the candidate record, including a bulk run	☐	☐	☐
Security and data terms	Certificate, scope statement and data processing agreement	An ISO 27001 or SOC 2 Type II report whose scope names the product and hosting environment	☐	☐	☐
Evidence behind scores	Validation and fairness documentation	Reliability figures labeled by type and documented fairness testing, with a plain statement of where the evidence stops	☐	☐	☐
Human oversight	The process when a score and a hiring manager disagree	A documented review and override path	☐	☐	☐
Contract service terms	SLA, escalation path, exit terms and three-year pricing	Written response times, data export and deletion terms, and a price schedule at your volume	☐	☐	☐

Questions to ask any vendor

- ☐ **Which milestones depend on your IT and ATS teams**, and how many hours will the vendor need from them?
- ☐ **When does the first live requisition run**, and on which role family?
- ☐ **Who trains hiring managers to read a score**, and what does that training cover?
- ☐ **What does the vendor own after go-live**, and what moves to your team?

Integration tests to run

- ☐ **One candidate, start to finish.** The result should reach the candidate record with no manual entry.
- ☐ **A bulk run at peak volume.** Use the applicant count from your busiest hiring week.
- ☐ **A deliberate failure.** Break the connection. Watch how the platform surfaces the error and whether it retries on its own.
- ☐ **An administrator login through single sign-on.** If recruiters need a separate password, adoption will suffer.

Red flags to watch for

- ! The vendor can't tell you what sample and setting its evidence comes from.
- ! The vendor calls an integration "native" but resists a live test before signature.
- ! Fairness testing is on the roadmap rather than documented.
- ! Pricing penalizes growth in hiring volume.
- ! The platform automates final decisions with no path for human override or explanation.

Two or more, and the vendor is asking you to trust what you should be able to verify.