**Registration form Swiss Assessment**

Our organisation has actively been carrying out Assessment Centers (AC) since      .

and/or

Our organisation is interested in Assessment Centers (AC).

By becoming a member, my/our organisation acknowledges the following quality standards set by Swiss Assessment (for a detailed description, see <https://www.swissassessment.ch/standards/>)

**Standard 1: Order clarification and integration**

The goals, framework conditions and the consequences for the participants are clarified ahead of the AC.

**Standard 2: Work and requirements analysis**

A requirement profile is defined on the basis of a work and requirement analysis.

**Standard 3: Variety of exercises**

The requirement profile is at the basis for behaviour-oriented requirement simulations. Every requirement must be captured in at least two exercises.

**Standard 4: Observation and evaluation**

A systematic behavioural observation is made possible by a requirement-related observation system (two-person rule, rotation of observers, clear definition and operationalisation of the assessment dimensions, etc.).

**Standard 5: Selection and training of observers**

The observers are extensively trained in advance for their observation task.

**Standard 6: Pre-selection and information to participants**

The participants are informed about the purpose, the process, the opportunities and the risks of the AC.

**Standard 7: Preparation and implementation**

The AC is well planned and is presented in a transparent manner.

**Standard 8: Feedback and follow-up**

Each participant receives individual feedback.

**Standard 9: Evaluation**

The AC is subjected to regular quality controls.



Please state below your motivation to join Swiss Assessment. In doing so, please also refer to the quality standards.

What are your expectations from the association?

Information about the representative of the organisation

Last name:       First name:

Company:

Address:

e-mail:       Tel.:

E-mail addresses of other individuals to be added to the distribution list (e.g. for membership information) :

Many thanks

We kindly ask you to return the completed form to the address below:

**Sophie Weissfuss**  
[info@swissassessment.ch](mailto:info@swissassessment.ch)  
[+41 44 366 61 98](tel:+41443666198)