

Work sample planner

Role	Requirement it tests	Time allowed (aim for under an hour)
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1. The one task that matters most

Where would a weak hire show up first? One task, not a day's work.

2. The material (realistic, not your real work)

A made-up dataset, a fictional customer message, a sample file with planted problems.

3. Instructions every applicant gets, word for word

4. What good looks like, decided before anyone does it

RATING	WHAT THE RESULT LOOKS LIKE
5: Strong	
3: Acceptable	
1: Weak	

5. The walk-through questions (about 10 minutes)

"Why did you do it this way?"

6. Before you use it

- ☐ Tested on a colleague; time allowed is realistic
- ☐ It needs no knowledge of our company or jargon
- ☐ It tests a skill needed on day one, not one we'll train
- ☐ Adjustments offered to anyone who needs them
- ☐ Same task, instructions and time for every finalist
- ☐ Paid, if it's long or uses real work

Example: Senior Accountant (40 minutes, live)

A bank statement and a cash ledger that don't reconcile. Find the differences, propose the entries, write two sentences to the partner. Strong: finds all three planted items including the timing difference, correct entries, a note the partner can act on. Weak: forces it with a plug figure.