



People
Solutions

Psychometric Assessments: Information for Candidates

What are Psychometric Assessments?

Psychometric assessments are often used by employers to assess a candidate's ability, personality, and motivation as it relates to the role they are applying for. Candidates are typically asked to respond to a series of statements about their preferred behaviour at work, and may also be given some problems to solve (for example: verbal, numerical or general problem solving questions).

Psychometric assessments are usually completed in paper and pencil format or on a computer. You may be asked to complete some aspects of your assessment online at home and/or some aspects in a supervised testing environment.

Ability Assessments are designed to measure an individual's ability to perform in certain tasks and can indicate one's potential to learn specific skills during training and whilst on the job. A range of assessments are available, each designed to assess different abilities (e.g., verbal, numerical, abstract, mechanical, spatial, etc).

Personality Assessments are concerned with how an individual typically behaves. They generally explore characteristics using a work point of view. It is important to note that personality questionnaires are not tests, and there are no right or wrong answers. Rather, they seek to examine how an individual is likely to behave in different situations and their likely motivators and de-motivators at work.

Why are Psychometric Assessment Used?

Psychometric assessments typically offer a more objective, reliable, and valid view of the candidate compared to more traditional selection methods such as unstructured interviews, reference checks, and resumes. This is because all candidates

are exposed to the same conditions, the opportunity for personal bias is limited, and characteristics that are known to relate to future job performance are focused on.

The aim of psychometric testing is to provide the employer with an overall profile of the candidate and how they are most likely to function within the workplace. When used appropriately by qualified professionals, they have proven to be one of the fairest ways to assess candidates, and a solid predictor of future job performance.

How are the Results Used?

Psychometric assessment is just one piece of the selection process. The results are typically considered along with other sources of information, such as your interview and reference checks. In this way, your assessment results are considered to be 'hypotheses' about your likely preferences, behaviour, and ability, which are later corroborated by other sources of information.

In some instances, such as bulk recruitment campaigns, psychometric assessments may be used as an initial screen to ensure that the applicant pool is of a manageable size prior to conducting interviews, assessment centres, or reference checks.

Through the assessment process, the hiring organisation may be given tips on how to motivate, manage, and develop their candidates based upon the assessment profile.

By completing the assessments you agree that the results will be made available to relevant representatives of the hiring organisation for the purpose of making a selection decision and integrating you into your new work environment.

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How Do I Prepare

There is typically not much you can do to prepare for psychometric assessments; however, there are some things you can do to help you feel more at ease:

- Depending on the assessments you have been asked to complete, you may be given access to practice questions to try out at home. We offer these to you when they are available, just ask us if you are unsure. (An example website that offers practice questions is <http://www.shldirect.com>; however, you should be aware that not everyone will be asked to take this brand of assessment).
- Before attending your assessment appointment please ensure you are well-rested, alert, and feel at your best. If you are ill or overly tired you are advised to call us to reschedule.
- If you require reading glasses please bring these along, and inform our assessor of any conditions that may affect your assessment.
- Most assessments will typically include practice questions in the instructions. Take your time to do these and always ask questions if you are unsure.
- Please do not spend too much time dwelling over responses to the personality questionnaire. Often your first impression is the best response. Similarly, try not to second guess the instrument or change your responses according to what you think we want to hear. Such an approach often backfires on candidates as their assessment is flagged as inconsistent.

Receiving Feedback

In most instances you are entitled to receive feedback on your results, which may help you clarify your suitability for different kinds of work and identify areas for development. You can arrange for verbal feedback to be provided to you after a recruitment decision has been made. Please note that all feedback is conducted in verbal format.

If you wish to receive verbal feedback on your results, please call our office after a selection decision has been communicated to you (we are typically unable to provide you with feedback prior to a selection decision being made).

When calling our office, our staff will arrange a specific time for verbal feedback with one of our Psychologists, to be conducted over the phone. Arranging a feedback time allows us to locate your files and ensure that a Psychologist is available to talk with you.

Useful Links

SHL Practice Assessments
www.shldirect.com

SHL Assessment Login Page (OPQ & Abilities)
www.shlsolutions.com

Emotional Intelligence Login Page (MSCEIT & Baron EQi)
www.mhsassessments.com

ARMQ Safety Assessment Login Page
www.work-safety.com