



CANDIDATE INFO

About Psychometric Testing

Q & A: PSYCHOMETRIC TESTING

WHY ARE PSYCHOMETRIC ASSESSMENTS USED?

- Employers are increasingly using aptitude tests and personality questionnaires in assessment procedures, both for job selection and for development and counselling purposes. There is extensive evidence that tests which are professionally used and evaluated can provide objective, reliable and relevant information concerning the likelihood of job success and satisfaction.

HOW DO I PREPARE FOR PSYCHOMETRIC ASSESSMENTS?

- Make sure you confirm the location and timing for the assessment testing, and plan to arrive early so you have time to find a park, and reach the testing location without rushing yourself.
- Consider when you are going to be in the best mindset to complete the testing and suggest that the assessments be done then (e.g. if you are a 'morning person' this is probably the best time to do your testing),
- If you aren't told, ask for information about the type of tests you are being asked to complete. This reduces the 'unknown' factor, and may help you prepare.
- Make sure you know how long you will need to set aside for the testing – you don't want to be worried about another appointment while doing your testing.
- Remember to take reading glasses with you if you require them, along with a watch if you want to make sure you can keep an eye on the time.
- If for health reasons, you do not feel able to perform to the best of your ability on the day of testing, make sure that you inform the test administrator before you start the assessments.
- Take a deep breath, and try to stay relaxed!

WHAT TO REMEMBER DURING THE ASSESSMENTS:

- Turn off your mobile phone before you begin any assessments so you don't have any interruptions.
- Listen carefully to the instructions and ask the test administrator to repeat or explain any instructions if you do not understand them.
- If you need a break between your assessments, ask the test administrator for five minutes to get some fresh air or to go to the bathroom.
- Do not worry if you don't fully complete all the timed exercise questions. You should just try to work as quickly and accurately as you can through each assessment, without rushing.
- For personality questionnaires, answer the questions as honestly as you can and try not to spend too long answering any one question. Your first, instinctive response is generally the most accurate. These questionnaires do have checks built in to assess how accurate and honest you have been in your answers.
- Don't stress yourself too much about how you performed on the tests – psychometric testing is one part of an overall assessment process, and your results will be considered alongside the other information the employer has about you from throughout the recruitment or development process (interviews, reference checking, etc).

DO I GET TO KNOW MY RESULTS?

- It is Progressive Consulting's Best Practice that all candidates receive feedback on their assessment results. You should receive feedback either from a Progressive Consulting Consultant, or a trained interpreter from the organisation that has commissioned your assessment. Please note, if we are administering testing on behalf of another organisation, the process regarding feedback would be determined at their discretion and may differ from our Best Practice.

CAN I DO ANY PRACTICE TESTS?

You may want to visit the following websites for some further candidate information, or to have a go at some practice tests:

<http://www.shl.com/shl/en-int/candidatehelpline>

<http://www.opragroup.com/candidates/candidates.php>

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