



PSYCHOMETRIC TESTS

Psychometric tests are conducted so that employers can assess the abilities and character of candidates in a measurable, standardised way. They measure typical behaviour, individual tendencies and preferences, intelligence (IQ), emotional intelligence (EQ) and aptitude.

What do psychometric tests measure?

They can assess many traits, including the way people relate to each other, deal with emotions (both their own and others), handle stress and leadership style. The employer wishes to verify that you possess the key skills necessary for the position or the personality traits that would be a good fit for the role. For example: they could be looking for the following, but it really is dependent on the role: being organised and logical, a good team member, natural leader, public speaker, competitive or helpful. They are looking for what you can do as well as what you are driven to do.

Assessments normally take the form of a timed survey or test and might be done online or in person – with or without some form of supervisor or administrator. Assessments are usually part of your application and will be considered together with your CV, cover letter, interview and references.

In many cases, personality profiling is used in candidate selection to see how you would ‘fit’ with the organisation.

Different types of tests

Competency Tests

Assessments of competency are used to measure the knowledge and skills required for a particular job. You are normally asked to perform tasks related to typical activities in the position you are applying for. Just as is common at assessment centres, these involve delivering a presentation of your work, doing an in-tray task, group task, case study, written task or role play exercise.

Aptitude Tests

Aptitude tests look at both potential and current ability. Employers want to find out if you are capable of learning required skills and what your natural strengths are.

These might test your verbal and non-verbal communication, numerical and problem-solving abilities or logic. Typically, these tests are timed multiple-choice tests and can be online or in person with a test administrator.





If you require special equipment or accommodations because of a disability, contact the employer or test administrator ahead of time to set this up.

Personality Tests

Personality tests analyse how you handle different situations, how you make decisions, and how you work with other people. Always be yourself and don't overthink the questions - questions often ask the same thing in different ways as a safe-guard against inconsistent answers.

Personality tests help employers to evaluate if you will be a good fit and able to thrive in the position they are filling, so it is important for you to know if you are a good fit too. Personality tests are generally supplemental to the other elements in your application. It gives further insights, points for discussion, and depth to how you present yourself in your CV and in the interview.

Situational Judgement Tests

SJTs assess ability and approach to problem-solving and decision-making.

They are normally multiple-choice questions where you are given a description of typical work-related scenarios. Several possible responses are given and you must choose the one you would give. It gives the employer an insight into how you approach different situations that may come up in the job.

Tips

- ✓ Get a good night's sleep the night before
- ✓ Be confident and be yourself but take the assessment seriously.
- ✓ Start by familiarising yourself with how much you need to achieve in the allotted time
- ✓ Read each question carefully and don't answer until you are sure you have understood it. However, be sure to balance speed with accuracy. It may work out better to get through all the test material with some incorrect answers than to answer only a few of the questions correctly.
- ✓ Stick to the instructions; ignore excess information, and things you do not know
- ✓ If you get stuck on a question, don't waste time on it. Come back to it after finishing the rest of the assessment
- ✓ Don't try to overthink the question or answer with what you think they want you to answer.
- ✓ Go at your own pace and if you are doing the assessment with other candidates, don't compare
- ✓ Remember to breathe and take a break between assessments if you are doing multiple in a row.

