

Candidate Information Form

If you have been asked to complete psychometric assessments, you probably have a few questions. Get the answers you need by reading this candidate information form or contacting one of our consultants.

Why do organisations and recruiters use psychometric assessments?

Psychometric assessments are used because they are a good predictor of performance on the job and can therefore improve selection, promotion, development and career management decisions. They uncover relevant information in an efficient and cost effective way and are legally defensible, reliable and robust.

However, they are still only 'one piece of the puzzle' and psychometric results should therefore be considered in conjunction with other information about you, for example, interviews, reference checks, CV, etc.

What do I get out of doing psychometric assessments?

Psychometric assessments ensure a level playing field – all candidates who undergo the assessments have the same opportunity to demonstrate the competencies being assessed. This may be particularly important for candidates who possess certain skills and attributes, but who have not had the opportunity to demonstrate these in previous roles. Furthermore, the types of assessments you are given may provide you with further insight into the demands of the role.

With Winning Eagar, you will also receive comprehensive verbal feedback on your personality preferences (including general strengths and 'flipsides') and your ability results. This session gives you an opportunity to share your views on the results, as well as provide insight to help you determine the kinds of roles you may be suited to, and the areas you may like to develop.

What do psychometric assessments really measure?

Psychometric assessments are used to make inferences about a person's capacity or likely behaviour. Psychometric assessments are typically thought of in 3 broad areas:

Personality Assessments: Measure behavioural preferences and likely strengths or flipsides in a particular context or role. There is no 'right' or 'wrong' personality, but certain preferences lend themselves more readily to certain job requirements. For example, a preference for working with details might be useful in an accounting role. Even so, the flipside of this preference might be that the person is seen as less flexible.

Motivation Assessments: Measure 'motivators' and values and therefore what type of organisational culture or career a person is likely to enjoy. For example, someone who values data, analysis and facts may be less satisfied in an organisation where decisions are based on intuition or hunches – regardless of whether they are capable of performing the role.

Abilities / Aptitudes: Measure potential – most commonly in verbal, numerical and abstract reasoning. The skills required in a particular role are generally too varied to design specific assessments for. Therefore, ability assessments are used to make inferences about a person's likely potential given their performance on ability assessments. For example, someone who does well on a numerical ability assessment is likely to draw accurate conclusions from numerical information on the job.

Can I fail psychometric assessments?

You cannot fail personality or motivation assessments, as there are no 'wrong' or 'right' answers. (See more on [what personality assessments measure](#).)

With ability assessments, there is one correct answer so it is important to work as quickly and accurately as you can. However, your performance is not reported like it was at school or University! Therefore, you cannot 'fail' as such. Instead, your performance is compared with a large group of similar others who have done the assessment previously. For example, if you have applied for a managerial role, your performance on a numerical reasoning assessment may be reported like this: "Compared to a group of managers, Sam performed better than 53% of individuals in the group. This suggests that s/he is as good as most of his/her peers in his/her ability to understand and interpret financial data and complex mathematical calculations." (See more on [what ability assessments measure](#).)

Can I practice the assessments?

There is no need to practice for personality or motivation assessments as there are no 'right' or 'wrong' answers. (See more on [what personality assessments measure](#).)

For ability assessments, you can practice example questions by clicking on the relevant test publisher, e.g.: PFS (see http://www.profilingforsuccess.co.uk/about/documents/test_takers_guide.pdf), SHL (see http://www.shldirect.com/practice_tests.html), Saville (see http://www.savilleconsulting.com/products/aptitude_preparationguides.aspx) or OPRA (see <http://www.opragroup.com/index.php/practice-ability-assessment>). However, the assessments you are asked to complete may be very different from the practice assessments in both difficulty and format. Therefore, practicing may not significantly enhance your actual abilities, but rather your test taking skills (i.e. completing questions under timed conditions). When you complete the real assessment, you will first be given a number of practice questions to ensure you are familiar with the assessment's requirements.

There are also certain things that you can do to prepare yourself for ability assessments. If you are completing numerical assessments, it is advisable that you practice mental arithmetic, using a calculator, and other basic mathematical rules and computations (for example, how to calculate percentages). For verbal assessments, you can prepare by doing crossword puzzles, looking up unfamiliar words in the dictionary, reading widely and pausing to check your comprehension. (See more on [what ability assessments measure](#).)

How do I do my best on the day?

It is natural to feel a little nervous about completing assessments. However, try to stay calm. Remember, your psychometric results are only 'one piece of the puzzle' and are considered in conjunction with other information about you, for example, from interviews, reference checks and your CV.

To do your best, make sure you feel your best by getting a good night's sleep and eating well on the day. Please inform us if you are unwell and need to reschedule your appointment. You may also wish to complete some [practice assessments](#).

On the day, ensure that you have scrap paper, your glasses (if you need them), and a calculator (if you have been asked to supply one). Make sure you are aware of the kinds of assessments you will be doing and how long each one is expected to take. Some assessments (for example, personality) are not timed. Therefore, it is advisable that you do not book any appointments immediately following your assessments in case you take longer than expected.

For personality and motivation assessments, there are no 'right' or 'wrong' answers. The best approach is to read each question carefully, but not deliberate too long over any item. If you are unsure, go with your 'gut instinct' and think about yourself in a work context. Do not answer questions according to what you think the employer wants, as there are often some measures included in the questionnaires to identify candidates who attempt to do this. Some questions may seem very similar, however, do not feel that you have to answer all these questions in the same way. Many personality assessments allow you to pause the assessment and continue with it later. However, it is preferable that you complete it within one sitting.

For ability assessments, there is only one right answer. Make sure you understand the instructions and the example questions before commencing. As most ability assessments are timed, try to balance speed with accuracy. If you are unsure, mark your best choice but avoid wild guessing. You can take a break between ability assessments, but cannot pause once you have started a particular assessment.

What is the process?

The organisation or recruiter will inform you that you are required to undergo psychometric assessments. We will then be in touch with the details of the assessments.

Typically, you will be emailed a link to complete the assessments at home. However, you may be required to attend an appointment to complete the assessments in some instances. Once you have completed the assessments, we will contact you to give you feedback on your results. This is also your opportunity to share your views on the results.

If the assessments were done for selection purposes, we will then send the organisation (and recruiter, if relevant) a report, and then talk them through the results. Typically, the organisation or recruiter further explores the areas of concern highlighted by the psychometric assessments with you (e.g. in a second interview) or with your referees. They then consider all the information they have obtained about you to make their selection decision. Winning Eagar do not advise organisations or recruiters whether or not to employ someone.

If the assessments were done for development or career management purposes, the organisation will not be informed of the results without your consent.

Can I see the report that goes to the organisation or recruiter?

The psychometric report that goes to the organisation and recruiter for selection purposes is considered to be "evaluative material" and is therefore not accessible by you under section 29(3) of the Privacy Act (1993) (see <http://www.privacy.org.nz/the-privacy-act-and-codes/>). However, you are entitled to receive feedback on your results.

At Winning Eagar, we provide comprehensive verbal feedback about your personality preferences (including general strengths and 'flipsides') and your ability results. This session typically lasts for about an hour, and gives you an opportunity to share your views on the results. It may also provide insight to help you determine the kinds of roles you may be suited to, and the areas you may like to develop.

While you are not able to see the client's report, you are likely to have some clarity about the results, what they mean, and therefore, what may be reported about you. You may purchase a feedback report at a cost to yourself. However, the feedback will be of a general nature and not specific to the particular role you are being considered for.

I've done psychometric assessments before. Can I use those results to support my current job application?

It depends on a number of factors, namely: how recently you completed the assessments, whether the skills and attributes measured previously are similar to those the organisation is currently interested in, who conducted the assessments etc. Please [contact us](#) for more information to see if assessments you have completed previously can be used to support your current job application or development process.

Can I get psychometric assessments done on myself for personal purposes?

Yes, you can. Please [contact us](#) for more information.

Who can I contact?

If you have any questions, please call your local Winning Eagar Office:

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