

## Psychometric Tests Hints and Tips

Many employers now use psychometric assessments to learn about a person's personality and skills, and they are used to assess qualities required for specific jobs, e.g. solving problems, communicating effectively, creativity and being innovative.

There are **two main types** of psychometric tests:

### Personality and Occupational Tests

- They assess your typical behaviour in different circumstances and how you approach situations.
- Personality tests consider your suitability to a particular work environment, how well you will settle into a team and if your personality would complement the current employees.
- They are often not completed under test conditions, as pressure can influence your honesty and accuracy.
- Read the job description to find out what the employer is searching for.

### Ability or Aptitude Tests

Ability or aptitude tests can include numerical reasoning, verbal reasoning and situational judgement assessments.

- There are various assessments used and the results can be compared against others who have previously taken the tests, including current employees.
- Practicing online and doing them on a computer screen will familiarise yourself with the types of questions asked and procedure and highlight where you need to improve.
- These tests are often timed, so practicing will help you manage your time better; move on from questions you are finding very difficult and come back at the end if the test allows you to do so.
- Most assessments start with an email of instructions – read them carefully.
- Complete the tests in a quiet and calm environment.
- If you know the assessment format before, research what is involved on the internet or speak to your University Careers Team.

### Numerical Reasoning

- Practice key mathematics skills, including fractions, ratios, decimals, currency conversions and percentages.
- They assess your ability to read and interpret numerical data, charts and graphs.
- Practicing online tests will make you familiar with the type of numerical questions asked and help you to understand where you need to improve.

### Verbal Reasoning

- Assesses your ability to interpret written information, evaluate the potential arguments and communicate your findings.
- They focus primarily on your ability to evaluate, extract and use information.

- They are often referred to as inference or comprehension tests.

### Situational Judgement

- You will be given a realistic, hypothetical situation and will be asked to choose or give the most suitable response to a particular problem or scenario.
- Read the instructions carefully, as the questions may alter the way you chose your answers, e.g. rating the responses, listing them most appropriately or providing your own suggestions.

There are many psychometric tests. If you know the type of tests involved in the recruitment process, then practice, practice, practice free tests online!

### Online Psychometric Tests

- <https://www.practiceaptitudetests.com/psychometric-tests/>
- <https://www.savilleassessment.com/practice-preparation-advice-for-candidates>
- <https://www.testpartnership.com/>
- <http://www.graddiary.com/numerical-reasoning-tests/>