

UNIVERSITY OF WALES TRINITY SAINT DAVID CAREERS SERVICE

Help I have an interview and have been asked to do a Psychometric test....

Could include aptitude or ability tests, personality questionnaires or a combination of both

Aptitude/ability tests

Most common:

- verbal - e.g. verbal reasoning, analysis and word sort
- numerical - e.g. reasoning, analysis and sequential tests
- diagrammatic & spatial reasoning - testing your sense of logic, visual thinking & organisation skills
- specific - e.g. syntax for computer programming, data checking or mechanic

Format:

- Either online or a printed answer sheet
- Multiple choice questions with time limit
- Instructions & some examples to try with no time limit are given

Personality questionnaire

- indicators of your personality type
- may have a time limit for completion
- no right or wrong answers
- intended to give the employer a profile of your interests & working style
- usually a set of questions or series of statements or options to choose between

What is an assessment centre?

- Organisations may ask you to go for one or two days
- There will be a number of activities & exercises and you will be observed and scored

Can include:

- Social/informal events
- Information sessions
- Tests and exercises

I have been asked to do ...

A Presentation

- You may be told the topic in advance
- asked to select your own
- be given a topic on the day and a little time to prepare it

A group activity

Employers need to know that you can mix well with people. You may have

- a practical task,
- a case study
- to take part in a discussion
- a social event or activity

An in-tray or electronic inbox of emails exercise

These are business simulation exercises and you may have deal with

- emails
- company memos
- telephone and fax message
- reports
- correspondence

An essay or written exercise

You are being tested on how you express yourself, spelling & grammar and whether you can communicate professionally and effectively. You may have

- an essay or letter on a topic of your choice or one given by the employer
- a document to review and improve

Contact our Careers Advisers:

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