

# Selection tests

Many employers, especially large ones, use some form of testing as part of their recruitment process. The tests are designed to help employers judge whether a candidate has the right skills, attitudes and behaviours for a job.

**Remember – these tests are designed to measure your capability to perform well in a job. If you have the right skills and attitudes, the test results will back this up.**

## General dos and don'ts:

- \* Do try to find out what sort of test(s) you will be taking. Many companies will provide practice questions. Check company websites for information.
- \* Do practice the skills you will be tested on. Crosswords, word games and mental arithmetic can all help get your mind limbered up. See *Really useful websites* for some sites that include example tests.
- \* Do be prepared to sit any tests with a large number of other candidates. They are often used to make an initial selection. Suitable candidates are usually invited for interview.
- \* Do read any instructions at the start of the test. Mark your answers clearly and correct any mistakes as directed.
- \* Don't try to give the responses you think the employer is looking for. Many tests are very clever at double-checking your responses for inconsistencies.



## Think about:

Be honest with your answers – how you respond in a test could be discussed during an interview.

Don't worry if others seem to finish the test before you.

Don't lose hope if you feel it's going badly – If you get stuck on a question, go with your first response and move on.

\* **Do** be honest with your answers. How you respond in a test could be discussed during an interview.

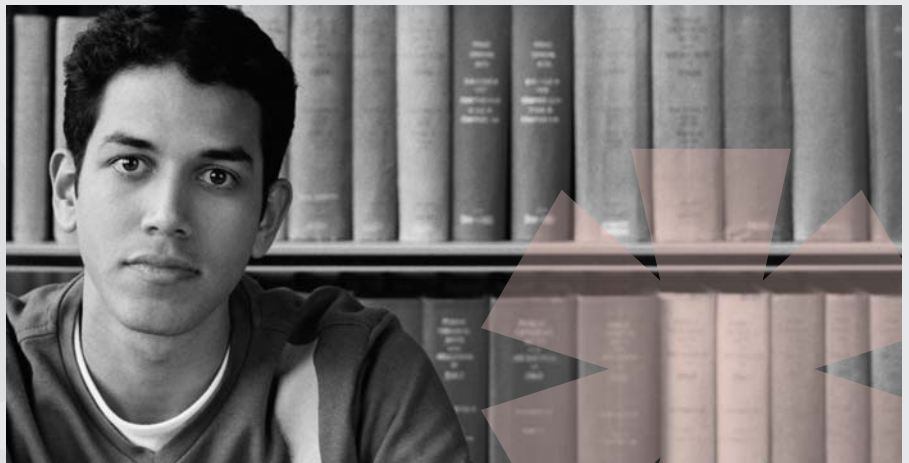
\* **Don't** lose hope if you feel it's going badly. If you get stuck on a question, go with your first response and move on.

\* **Don't** worry if others seem to finish the test before you. Just try to answer as many questions as possible in the time given.

\* **Do** remember to take your glasses with you if you need them for reading.

\* **Do** ask for additional support or time if you have a disability.

\* **Do** ask for feedback. Any weaknesses highlighted could be improved upon.



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Do ask for additional support or time if you have a disability.