

What are Psychometric Tests and why use them?

Psychometric tests are tests which assess ability, skills, behavioural style and attitudes and are designed to determine a candidate's skills and behavioural style in relation to a specific role.

A powerful way of ensuring the best candidates are selected is to assess their ability and / or personality using a variety of objective assessment tools.

Key benefits of psychometric testing

■ The Cost of Selection Errors

Poor selection means higher turnover which increases recruitment. It leads to costs of wasted training, lost opportunity, costs of incompetence and loss of profits. In comparison with the enormous costs of poor selection, psychometric tests are relatively inexpensive.

■ The Objectivity of Testing

Using interviews alone in recruitment is risky. They are often highly subjective leading to inaccurate selection decisions. By using properly administered and relevant tests, a more objective analysis is possible than by interviewing alone.

■ The Validity of Testing

Whereas interviews have been found to be relatively poor predictors of job success, the same is not true of occupational tests. In fact, there is more data on the validity of ability tests for predicting training and job success than any other method of selection.



Ability Tests

We provide a range of ability tests suitable for almost every grade and position to allow you to feel confident you are matching skills to job requirements in a way that is objective and fair to all candidates.

Our current range includes:-

<p>Personnel Test Battery (Administrative/Clerical Staff, Scale 1 – 3)</p> <ul style="list-style-type: none"> ● Verbal Comprehension ● Numerical Reasoning ● Clerical Checking ● Verbal Usage 	<p>Critical Reasoning Test Battery (Admin Staff Scale 4+, Junior Managers & Supervisors)</p> <ul style="list-style-type: none"> ● Verbal Evaluation ● Interpreting Data
<p>Management & Graduate Item Bank (Work Experienced Managers & Graduates)</p> <ul style="list-style-type: none"> ● Verbal Critical Reasoning ● Numerical Critical Reasoning 	<p>Advanced Managerial Tests (Senior Managers & Directors)</p> <ul style="list-style-type: none"> ● Verbal Analysis ● Numerical Analysis

“The traditional interview will always be a useful assessment tool. However, in Finance, as with many others it is essential that you recruit somebody with the necessary analytical skills and it is not always possible to gauge this in an interview. We have therefore used numerical and verbal reasoning tests for some time now and they have proved to be invaluable in identifying those candidates with the requisite skills.”

Gary Fielding
Assistant Director (Performance & Finance)





IT Assessments

We are pleased to be able to provide you with a new range of interactive, fully simulated IT assessments including:

**Microsoft Word
Speed Typing**

**PowerPoint
Audio Typing**

**Access
Microsoft Excel
Outlook**

The Microsoft Office Suite of Assessments provide true simulation with each test allowing questions to be answered via the menu, toolbars, function keys and right click menu options. The test simulations do not unfairly discriminate against candidates using short-cuts.

Previously without the facility to test competence in areas such as speed typing, copy typing, audio typing etc. managers have been designing their own tests. Although this allows tests to be department specific and relevant, there is no consistency across departments and directorates and no benchmarks to objectively

analyse performance. By using standardised typing tests, consistency, standardisation and benchmarking can be obtained and as the tests are scored electronically, results are produced instantly.

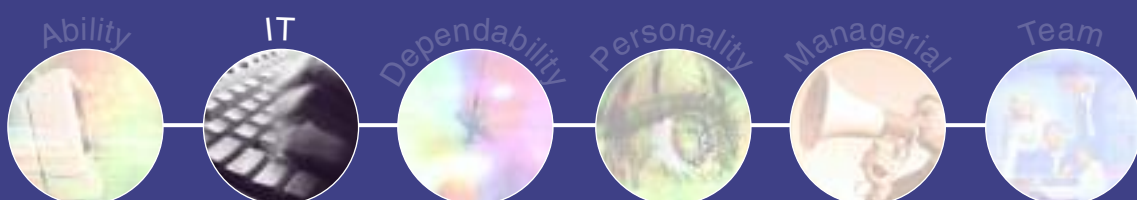
They can be taken at 3 levels – basic, intermediate & expert – each of which can be combined to form a single assessment.

The tests are fully interactive with instant report production.

The tests use random questions to avoid test-smart candidates.

They are online so can be easily accessed from any location

Our new IT assessment tool also has a unique 'Create your Own' facility allowing the development of certain bespoke IT based tests



Dependability Questionnaire

The Dependability Questionnaire is a short personality assessment which identifies whether a candidate will be;

- Conscientious
- Customer Focused
- An Effective Team Member
- Good Attendance Records
- Reliable
- Productive
- Motivated
- Complies with company procedures

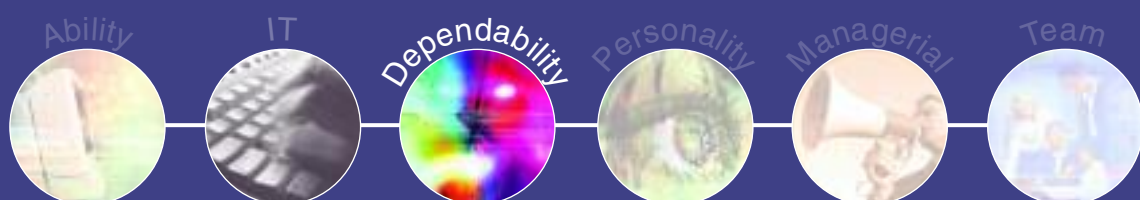
Finding out whether potential employees have these attributes will result in;

- fewer days lost due to absenteeism
- fewer accidents at work
- more motivated employees
- better customer service

NYCC was the only public sector organisation chosen to participate in the trial of this brand new assessment tool, representing 46% of the total number of participants. The results of the trial found that;

- High scorers in dependability were rated by managers as 22% higher in overall work performance and up to 20% higher in customer focus.
- The lowest scorers were twice as likely to be seen by managers as representing a performance management problem.

It is a quick and concise questionnaire, taking roughly 10 minutes to complete and identifies whether your potential employees are above average, average or below average scorers in dependability.



Personality Assessment

Research suggests that up to 70% of attributes associated with success at work are aspects of personality rather than ability.

Style of behaviour is critical for most jobs, especially at the supervisory and managerial levels.

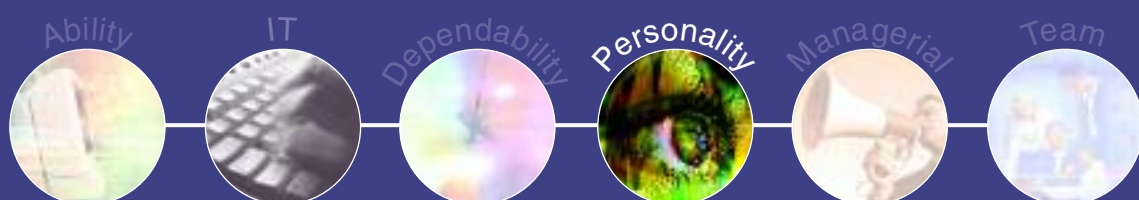
Personality Assessments measure aspects of behaviour which cannot be measured by other techniques, yet are crucial to performance.

The Occupational Personality Questionnaire assesses the typical or preferred behaviour of your candidates at work and provides in-depth information on their likely performance against important job competencies, their work style, how they relate to others and how they will fit within your work environment.

Where little is known about external candidates, as much relevant information as possible needs to be gathered before making a selection decision. The Occupational Personality Questionnaire can assess areas that are impossible to measure using other techniques.

Gaining in-depth information on how candidates will fit into your work environment & team and how they will cope with different job requirements makes a major contribution to achieving a person-job fit, so critical to success.

PTO



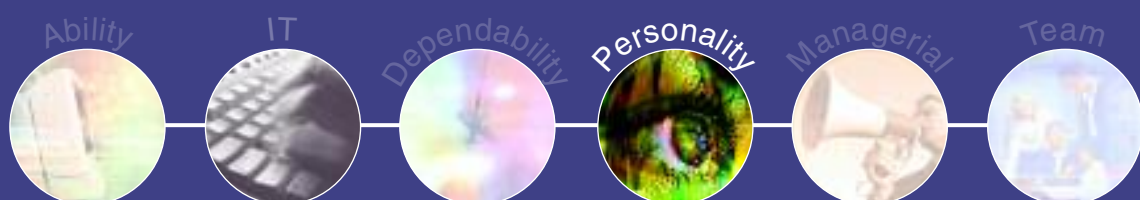
Your personality reports can be written based on the specific competencies identified as being necessary to perform in your job role effectively. If you wish, this can then be used to help structure the interview or identify areas to probe further.

There are a range of reports available including –

- Leadership Potential Report
- Team Type and Leadership Style Report
- Management Competency Report

"I was recently looking to recruit an individual who would fit into and compliment my existing team. Although I recognise the importance of interviews, I feel they are highly subjective and only give a snapshot of someone's persona. I therefore, obtained personality assessments of my interviewee's to identify their individual traits and characteristics which would impact on their performance in the role. The reports were based around performance on key competencies identified through job analysis & highlighted areas to probe at interview. The results were 100% accurate and were well worth carrying out. I strongly feel that the assessments contributed to the interview and helped the selection process enormously and provided important information that could not have been obtained in the interview alone."

Anne Richardson
Occupational Health Manager



Managerial Judgement Assessment

Managerial Judgement is an **individual's ability to weigh up 'real life' managerial situations and decide upon appropriate and effective ways of handling them.**

Managerial Judgement is clearly an **essential skill** for managers to have as they frequently have to make decisions in response to circumstances at work, often where no clear precedence has been set or where no procedure exists for action. In such circumstances, **poor judgement can quickly lead to a loss of credibility, a lowering of staff morale and failed objectives.**

This assessment uses the **presentation of scenarios** and identifies an individuals overall level of Managerial Judgement which is further broken down into 3 key components; Managing Objectives, People Management and Reputation Management.

This information can be used to identify how your potential employees are likely to 'manage' once in the role. As well as being used in recruitment, the Scenarios test can also be used for highlighting developmental needs in existing supervisors and managers.



Team Role Analysis

When recruiting a new member of staff, their skills, abilities and knowledge are clearly important. However, what role they play within a team and how likely they are to fit into your existing team could have a huge impact on success.

- ☆ Are they a team member who initiates action?
- ☆ Are they a team member who focuses on completing tasks?
- ☆ Are they a team member who thinks of original ideas?

Belbin identified 8 roles or 'team types' which can make up a team. Each type contributes an important element towards good group performance and teams incorporating each of these team types, as opposed to a predominance of any one, tend to be more successful.

You can assess your candidates using the Belbin Questionnaire to identify the preferred team roles of each candidate and ascertain the best person to fit into your existing team.

In order to determine how an individual will fit into your team, knowledge of the types of existing team members is advantageous. Therefore, it is extremely beneficial to analyse your team initially to identify where the current gaps are. This will allow you to select a candidate who will compliment your current team and ultimately facilitate better group performance.



Frequently Asked Questions

■ Who will administer the assessments?

They will be administered, scored and interpreted by a qualified person in Recruitment whether they are paper-based and supervised or online.

■ Where will the assessments be held?

They can be held either at your place of work or at our new Recruitment Assessment and Interview Centre at Bedale Hall.

■ What do I have to do?

If the assessments are to be held at your premises, you will need to book a quiet room (with a computer when applicable). Apart from this you do not need to do anything! If you would prefer to use our Assessment Centre at Bedale Hall, we will take care of everything for you.

■ What do the results look like?

This varies depending on the assessment used. For ability tests, you will receive a grade (A-E) and a summary of their performance in the test. Personality Assessments are usually coupled with an in-depth narrative report based on their response profile. You will receive both written and verbal feedback on all assessments.

■ How do I know which assessment to use?

Assessments need to be relevant to the job otherwise they are meaningless. Recruitment will analyse the job description and person specification and identify a selection of appropriate tests. We will then consult with you to identify which assessments are most appropriate to use.

■ Who do I contact for more information?

For further information on any of the assessments, prices, or to book a test session, please contact Kelly Atkinson, Recruitment Assessor on (01609) 780780 or e-mail kelly.atkinson@northyorks.gov.uk

This brochure provides information on the current range of assessments, however we are constantly updating our portfolio. If you would like to use an assessment which is not listed in this brochure, please contact us as we may be able to help.