

Psychometric tests are a way for employers to assess:

1. Intelligence
2. Skills
3. Personality



Evidence suggests that psychometric tests are reliable indicators of future job performance.

Different types of test

Numerical reasoning tests and verbal reasoning tests are the two most common types of psychometric test.

You are less likely to be asked to do a:

- Personality questionnaire
- Situational judgement test
- Diagrammatic reasoning test
- Critical thinking assessment
- Inductive reasoning test

When and Where

Psychometric tests are usually taken before an interview. Prospective candidates are sent the test via email and will have a certain time period to complete it within. Once the test is opened, it cannot be paused so you should choose the time when you complete the test wisely-ensure that you won't be interrupted and that you have access to a quiet space.

Some employers will ask candidates to take a psychometric test on the interview day. If this is the case for you, ensure that you go prepared with a calculator, pen and rough paper.

How to prepare before the assessment

Practice as many psychometric tests as you can and make sure you don't become complacent.

Focus on your weakest area- if maths is not your strong point you may be better off spending more time on numerical reasoning.

Disabilities that have the potential to affect your test should be mentioned to the recruiter before you start so that you can get as much support as possible.

Time yourself doing practice tests, puzzles, Sudoku and crosswords.

Read passages of information and get someone to ask you questions on it. This is great practice for the verbal reasoning test.

Get good at guessing- Often it is possible to eliminate multiple choice options based on your understanding of what the answer should be. Sensible estimates can be useful but before you take a guess make sure you don't get negatively marked for wrong answers.

What to do during the assessment

- Keep to time-if you get stuck move on
- Spend time reading the question
- Try and relax
- Use rough paper for your workings- keep it brief as writing too much down could cause you to waste precious time
- If your test is conducted at the employer's office you may be in a room with other people. Try not to let them distract you from your test performance.

Pitfalls when taking tests

- Not reading the question carefully enough
- Rushing or spending too long on a question
- Not keeping an eye on time
- Doing the test late at night
- Getting interrupted
- Getting a friend to help-beware you could be retested

Verbal Reasoning



A verbal reasoning question asks you to read a passage of information and evaluate a set of statements by selecting one of the following answers:

True- The statement follows logically from the information/opinions contained in the passage.

Not True- The statement is false from the information/opinions contained in the passage.

Cannot Say- Cannot determine whether the statement is true or false without further information.

Verbal Reasoning Example

Cardiovascular disease is so prevalent that virtually all businesses are likely to have employees who suffer from, or may develop, this condition. Research shows that between 50-80% of all people who suffer a heart attack are able to return to work. However, this may not be possible if they have previously been involved in heavy physical work. In such cases, it may be possible to move the employee to lighter duties, with appropriate retraining where necessary. Similarly, high-pressure, stressful work, even where it does not involve physical activity, should also be avoided. Human Resources managers should be aware of the implications of job roles for employees with a cardiac condition.

- Physical or stressful work may bring on a heart attack
 True Not true Cannot Say
- The majority of people who have suffered a heart attack can later return to work
True Not True Cannot Say
- Heart disease may affect employees in any type of business
True Not True Cannot Say

Numerical Reasoning



Numerical reasoning tests assess your ability to use numbers quickly and accurately. The information in each question may be presented as a table, graph, bar or pie chart. You may use a calculator during the test.

Numerical Reasoning Example

A distribution centre serves stores within a 50 mile radius. The table below shows how far each store is from the distribution centre:

Distance from distribution centre (miles)	No of stores
10 or less	3
11 to 20	15
21 to 30	26
31 to 40	20
41 to 50	16

How many stores does the centre serve?

60 70 80 90 can't tell

What is the most common distance from the centre?

10 or less 11-20 21-30 31-40 41-50

How many stores are 35 miles or more from the centre?

15 16 20 26 can't tell

What percentage of stores are 31 miles or more from the centre?

20% 25% 36% 45% 55%

Useful Links for Practice

Remember to keep practicing as much as you can before you do the real thing. Here are some websites to help you:

practiceaptitudetests.com

assessmentday.co.uk/psychometric-test

jobtestprep.co.uk

prospects.ac.uk