



Candidate Information

How to prepare for psychometric tests and assessments

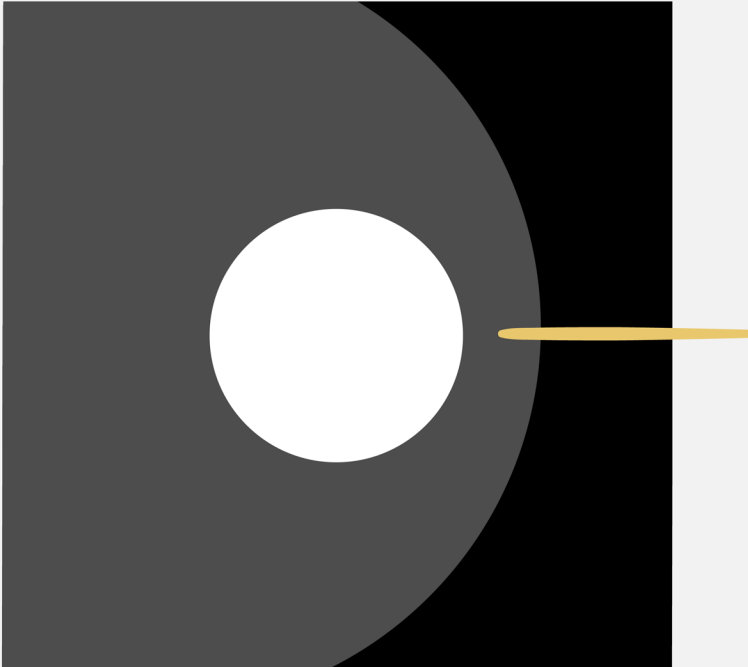
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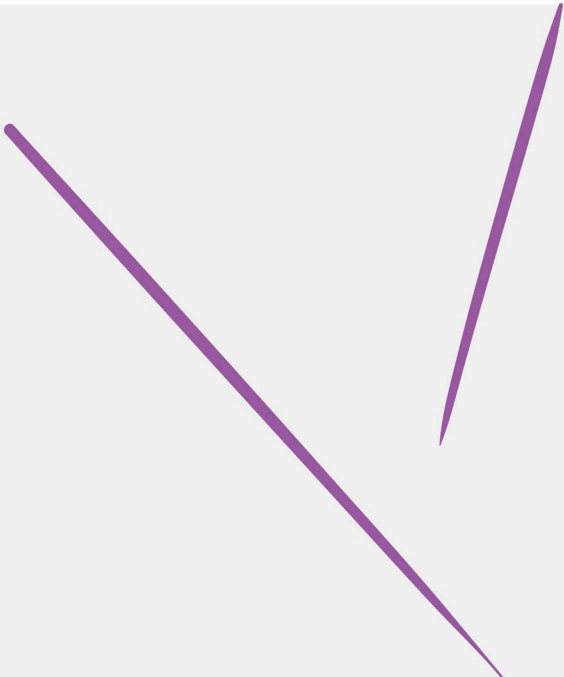
Psychometric Assessment



This is free information provided by Added Insight for candidates (test-takers) to help prepare themselves for an upcoming psychometric testing session.

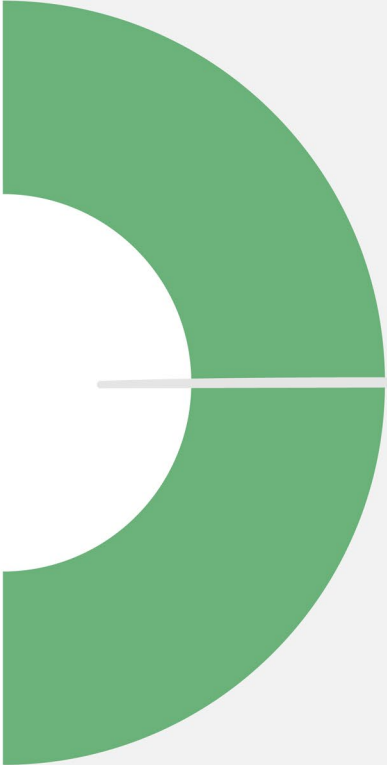
If you are an employer or HR person looking to use a psychometric test or assessment for selection and/or development, please visit [this page](#) on our testing services.

For more practice tests and information to help prepare for an upcoming psychometric test, please visit our [candidate preparation page](#).

Two decorative purple lines are located on the left side of the slide. One line starts near the top left and extends diagonally downwards towards the center. The other line starts near the top center and extends diagonally downwards towards the left.

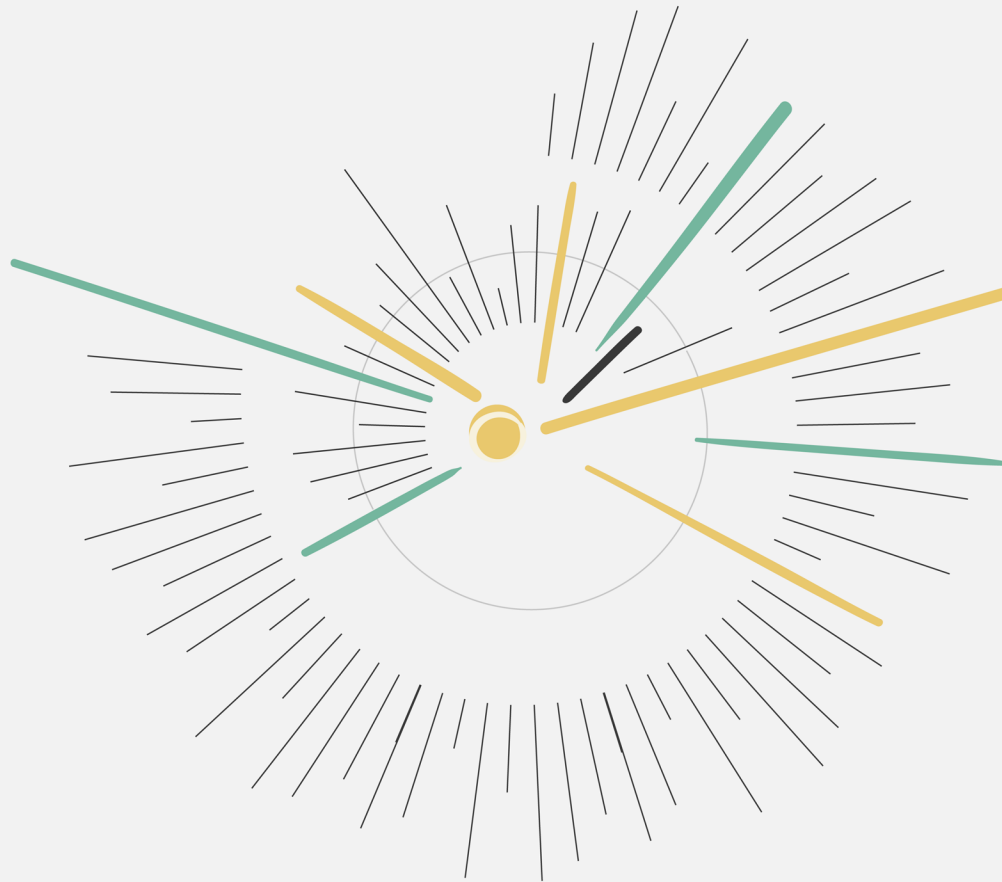
Before the Assessment Appointment

- Prior to your assessment look at our example questions to familiarise yourself with how questions will be presented.
 - Test both your webcam and sound settings to ensure they are working.
 - Try to get a good sleep the night before the assessment.
 - Ensure your assessment is booked in at an appropriate time – eg: not late at night- as we do not recommend completing assessments when tired.
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- If you require reading glasses, remember to wear them.
 - If for health reasons, you do not feel able to perform to the best of your ability on the day of testing, please inform the test administrator to reschedule.
 - **Try to remain calm and relaxed! Remember that this is only one part of the selection process.**



How to Prepare for Specific Exercises

- To prepare for a **general verbal reasoning exercise**, you may find it beneficial to do crosswords or other deduction puzzles, and explore words in the dictionary that you do not understand.
- To prepare for a **verbal critical reasoning exercise**, you may find it valuable to give meaning to your reading. For instance, read a newspaper article, jot down the key points, and go back to check that you have inferred what you have read accurately.
- To prepare for a **general numerical reasoning exercise**, you may find it beneficial to practice basic subtraction, addition, or multiplication problems. Other basic calculations that may be worth reviewing include: number sequences, ratios, percentages, fractions, and decimals.
- To prepare for a **numerical critical reasoning exercise**, it would be beneficial to study any numerical information that is presented in a tabular form, such as currency rates, timetables, and share market prices.



During the Assessment Appointment

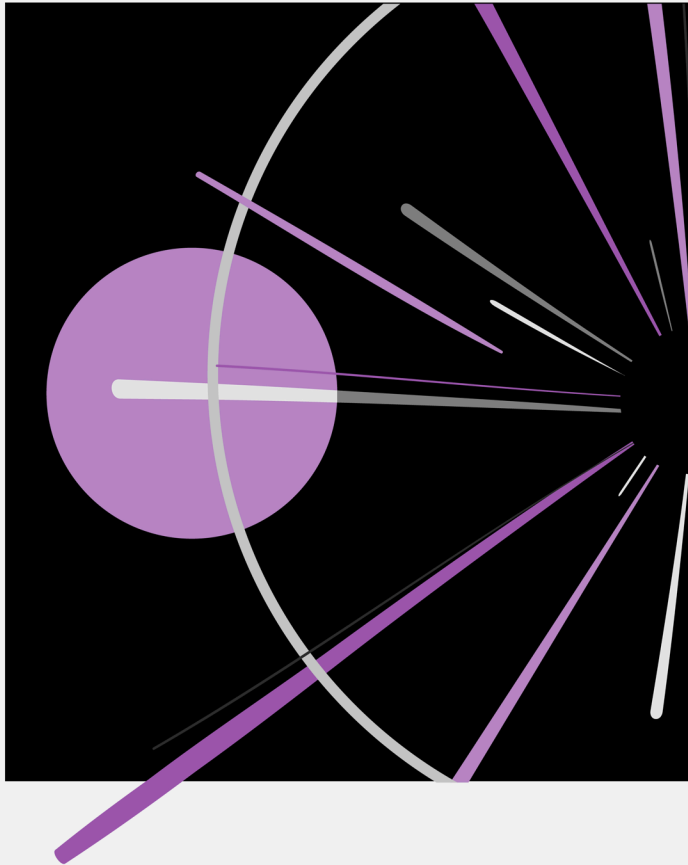
Remember to turn your mobile phone off before beginning the first assessment exercise.

Listen very carefully to the instructions. Ask the test administrator to repeat or explain any instructions you do not understand.

Try to work through the questions as accurately and quickly as you can.

Remember all exercise results are considered in light of what else is known about you from other sources (such as interviews and reference checking).

Although personality questionnaires are not timed, try not to spend too long answering any one question. Your first instinctive response is generally the most accurate. There are a number of questions imbedded in the exercise which are designed to check the accuracy of your responding.



After the Assessment Appointment

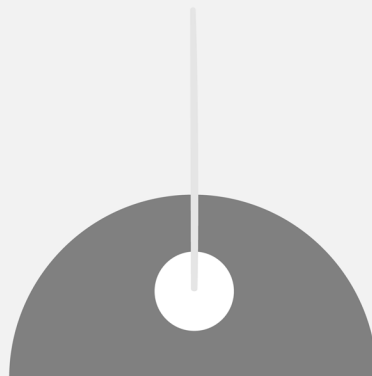
After completing the assessments, check with the test administrator if you are able to receive feedback on your results. You are likely to find this helpful in terms of your own professional development.

Arrange a suitable time for an Added Insight consultant to give you your feedback.

Try not to dwell on your performance on the assessments. Remember that these are just one part of the selection process.



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