



Guide to Personality profiles and online assessments

Personality Assessments using Profiling Tests

Most recruiters set out a profile of the type of person that they want for a specific job: often it is called a Job Specification (not a Job Description which lists the tasks to be done). This Specification attempts to profile the thinking and behaviour of an applicant.

The key message is that each job has a profile, and the assessment is to see whether an applicant fits that profile: there is no implication of failure. Should you not fit them, simply, this job is not for you, and you would not like it if you got it. The message is a simple one:

Answer each question honestly as to how you see it.

Do not be too clever and answer what you think they want to hear. The tests are designed to be resistant to influence. The structure usually is set out where you must select one answer 'most like you' and one answer 'least like you'. You have no other option. Should you not do this, your application will be rejected because you cannot follow a simple instruction!

STYLE: the style tends to be a described situation within which you are asked to consider which action from 4 choices would you most likely take and least likely take

FOCUS: there is no right or wrong answer to any question, it is profiling to match the character requirement of the role.

METHOD: do not mull over options, answer quickly what you what do.

MEASURE: two things, first the character match and secondly the consistency in answers

Some examples for you to think about:

Busybooks UK. Customer browsing then asks for a specific book. You find that it is out of stock at your branch: do you?	Most likely Action	Least Likely Action
Apologise that the book is unavailable and suggest he try Busybooks online or another online retailer instead	?	?
Offer to order the book for the customer. Will let him know how long this will take and call him when the book has arrived	?	?
Give him the ISBN so that he can easily search for it elsewhere	?	?
Suggest he try the Busybooks in a nearby town some 40 minutes away or other local bookshops	?	?

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You are responsible for keeping the shelves stacked in your aisle of a local food supermarket. Do you?	Most likely Action	Least Likely Action
Offer to help others around you when you see that they are struggling with their workload	?	?
Contact the supervisor and report that others are struggling	?	?
Keep your head down and get on with your own set tasks	?	?
Set up a work team to share the tasks to try to get all of them done on time	?	?

I am the sort of person who...	Most like me	Least Like me
Works well with others in a team	?	?
Can manage my own workload well	?	?
Can set own targets and achieve them	?	?
Can challenge the status quo	?	?

I am the sort of person who...	Most like me	Least Like me
Enjoys understanding what is expected of me at work	?	?
Needs personal development and training courses at work	?	?
Gets satisfaction from a job completed at the end of each day	?	?
Enjoys wider work boundaries and experiences	?	?

Most common types of assessment and a brief explanation of terminology:

IQ Test: Intelligence Quotient	The aim to assess how you think and how quickly you can see patterns. Patterns can be extrapolated to a new situation. Training and practice can improve your IQ
Aptitude Tests	Usually designed to test a specific facet of the new job/task/role. An example would be keyboard skills, tool skills, fault resolution or space awareness in fitting boxes onto a pallet to get the maximum and safest volume. Training and experience can help improve your aptitude.



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Psychometric Assessment	Designed to understand how you respond to various situations: your characteristics. Examples would be work pressure, team building, decision making.  Training does not improve this assessment: it is very much how you are as a person.
Combinations	Example would be working with other prospective applicants to make a presentation of a business or similar topic.

There are some free websites to allow you have some practice.

Practice aptitude tests: [www.practiceaptitudetests.com](http://www.practiceaptitudetests.com).