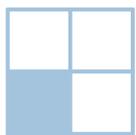


JOB SEEKING SKILLS

Step 3: Getting the job

1	(A)	(B)	●	(D)	(E)
2	●	(B)	(C)	(D)	(E)
3	(A)	(B)	(C)	(D)	(E)
4	●	(B)	(C)	(D)	(E)
5	(A)	●	(C)	(D)	(E)
6	(A)	(B)	(C)	(D)	(E)



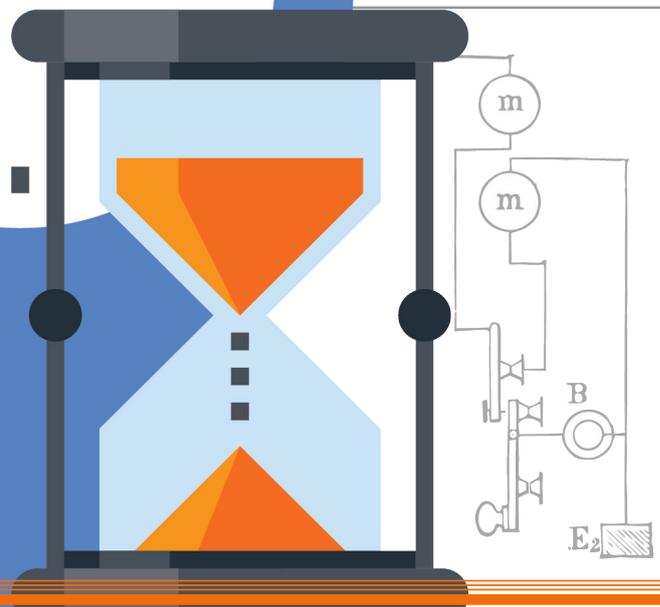
A



D



E



10: Selection tests

Selection tests



Employers use selection or aptitude tests to try to measure specific abilities or skills.

The employer identifies the most important skills for the job, and then asks applicants to take a test or a series of tests to measure these skills.

Types of tests

There are different types of tests an employer might use, depending on the job role.

These can include the following.

- **Numerical reasoning** – to test your understanding and ability to use numbers.
- **Verbal reasoning** – to test your understanding and ability to use words.
- **Diagrammatic** – to test your understanding and ability to work with diagrams.
- **Practical tests** – to test if you have the practical skills to do the job, such as demonstrating you can use a computer or taking part in a customer service role play.
- **Technical knowledge** – to test your understanding of basic mechanical or electrical principles.
- **Situational judgement** – to test how you would approach different work-based scenarios, deal with any issues and solve problems.
- **Personality tests (psychometric)** – to give the employer an idea whether you would be a good fit for the job and the organisation.

Your ability to do the job should relate to how well you do in the test.

This helps employers to decide who to interview, and to work out who will be the best overall candidate.



How do you sit these tests?

Many big companies use online selection tests as the first part of their recruitment process.

This means you can do it in your own time at home. The employer may email you a link to the assessment with instructions on how to complete it. You should ensure that your internet connection is reliable and that you won't have any interruptions.

Alternatively you may be given a time and place to attend to sit the test. This might be as part of an assessment day, where you'll also complete some other activities.

You might still complete the test online, or it could be paper-based. Either way:

- the employer will give you detailed instructions on how to complete it and tell you how much time you have
- there are usually some practice questions at the beginning to help you to understand what the test is about.

If there's anything you are unsure about, ask someone before you begin the test.

Many tests use multiple choice questions, where there is a range of answers and you have to choose the right one by ticking a box.

The time limit is often quite short so don't be surprised or worry if you don't finish on time. Before you start, ask if you can do some work on paper and if you're allowed to use a calculator.



Activity 1: Selection test example

Try answering some of the example selection test questions on [Activity 1 worksheet](#).



Example selection tests

Army - ACT practice test

The Army uses a test called the Army Cognitive Test (ACT) to assess applicants' suitability for training and match them with suitable roles.

There are five sections in the test: Error Detection, Orientation, Number Fluency, Word Rules, Deductive Reasoning.

You do the test on a computer, using touch screen techniques to answer the questions. The test lasts 30 minutes. There are practice tests on their website in [Joining the Army](#).

You can try out the sample test on their [preparation section](#) on their website.

Scottish and Northern Ireland Plumbing Employers' Federation (SNIPEF)

As part of the recruitment process for a plumbing apprenticeship you would sit an aptitude test. This usually consists of questions relating to numerical, mechanical and spatial reasoning, and verbal comprehension.

The training centre/college would be able to provide full details on this.

Scottish Electrical Charitable Training Trust (SECTT)

SECTT uses a Pre-employment Assessment test covering technical comprehension and numeracy to select applicants who are interested in becoming apprentice electricians.

There are sample questions in the [Pre-Employment Assessment Guide](#) on their website.

Royal Air Force (RAF)

The practice Defence Aptitude Assessment (DAA) is made up of 6 parts: Verbal Reasoning, Numerical Reasoning, Work Rate, Spatial Reasoning, Electrical Comprehension, Mechanical Comprehension. The test takes approximately 25 minutes to complete.

You can try the practice Defence Aptitude Assessment (DAA) questions on their [recruitment page](#).

Royal Navy and Royal Marines

The Defence Aptitude Assessment (DAA) is also used in the Royal Navy and Royal Marines recruitment process. The sections are the same as for the RAF and should take approximately 25 minutes to complete.

You can practise all 6 sections of the test on their [website](#)

Scottish Fire and Rescue Service (SFRS)

The SFRS recruitment process involves:

- calculation test
- fitness test
- practical selections tests
- interview
- medical.

You can see example calculation test questions on the [SFRS website](#)

The examples given here mainly relate to technical or craft jobs, but many other types of companies use selection tests for some positions, such as local authorities, retail, finance and IT.

You can find general examples of selection tests, which you can try for free, at:



- [https://www.jobtestprep.co.uk/free-bennett-test-and-study-guide - the Bennet Mechanical Comprehension Test](https://www.jobtestprep.co.uk/free-bennett-test-and-study-guide-the-Bennet-Mechanical-Comprehension-Test)
- <https://www.assessmentday.co.uk> - (registration required) - a range of different tests.

Selection test tips

- ✓ If you need to go to an assessment centre, work out how to get there in advance, and how long it will take you.
- ✓ Arrive in good time – at least 10 minutes before the time stated.
- ✓ Dress smartly unless told otherwise.
- ✓ If completing the assessment online, make sure you have enough time to complete the tests without interruption in a quiet environment.
- ✓ Read the test instructions carefully, ask if you are unsure of anything.
- ✓ Work through the test as quickly and accurately as you can.
- ✓ Remember you may be working to a time limit – you will be told if you are.
- ✓ If you cannot answer a question move on to the next one.
- ✓ If the test is multiple choice and you are not sure of the answer, take an educated guess.
- ✓ If you do manage to finish with time to spare, check your answers.
- ✓ Stay calm.



Activity 2: Practising an online assessment

Choose one of the example selection tests from above and complete as instructed.

Now you have looked at selection tests,
you can move on to

[11: Different types of interview](#)

Or [click here](#) to return to the main screen.