

# CANDIDATE PREPARATION

Being asked to complete assessments can sometimes evoke anxiety or stress. The aim of assessments and psychometric testing is to measure aspects of behaviour, aptitudes or skills in a standardised way. Measurements are also aligned with what organisations consider critical for a specific job or purpose.

*To help you prepare for your assessments, here are a few top tips to guide you through what to expect and to get the most out of the experience:*

## General Guidelines: What to do before completing the assessments

- Try to get a good night's rest before your assessments.
- Ensure that you are in a quiet environment and will not be disturbed.
- Allocate enough time to complete the assessments, preferably in one sitting.
- If the assessments are being completed on a computer/online be sure to familiarise yourself with the use of a mouse and keyboard and ensure you have adequate internet connectivity.
- If the assessments are being completed in an arranged venue, ensure you arrive ahead of time.
- Read each question carefully to ensure you understand what is required.
- If you require glasses, contact lenses or hearing aids, please make sure to wear them during your assessments.
- If you have any special requirements (e.g., for specific disabilities) it is important that you make these known immediately to the organisation that requested the assessment.
- Try to stay calm, being overly anxious will not help you perform at your best.
- Assessments should be completed honestly and spontaneously. Do not overthink your answers or try to anticipate the results.
- In case of illness or a significant life event where judgement might be impaired, consider requesting the assessments be postponed.
- Find out if there are any practice tests or preparation guides available for the specific assessments you are going to do and complete these practice tests before the actual assessment (see a link that would help with this below).

## Cognitive and Technical Assessments

These assessments assess competencies associated with reasoning and solving problems. Such measures have been developed to predict how people use various mental processes to solve work-related problems and acquire new knowledge.

In some cases, organisations might also include technical tests as part of the assessment process. These tests measure your technical knowledge as well as previous experience related to a specific role or task.

**Here are a few tips when completing cognitive and technical assessments:**

- Work as fast and accurately as you can because these tests are typically timed.
- If you find a question too difficult or are unsure of an answer, it is best to indicate your best choice and move on to the next question.
- Complete the example questions to ensure you understand what is required. These examples are typically timed to simulate the actual test.
- Complete these examples as many times as you like.
- Ensure that you have the necessary resources and tools to complete the assessments (i.e., calculator, scrap paper and pen or pencil).

## Questionnaires

Questionnaires ask questions about your preferences and the typical behaviour you might engage in at the workplace while working with people and tasks.

**Here are a few tips when completing questionnaires:**

- Questionnaires are typically not timed, however, it is best to complete it within a reasonable time and not to think overly long about a question.
- Be as honest as possible, there are no right or wrong answers.

If you require more information regarding the assessment process or next steps, kindly contact the organisation who invited you to complete the assessments.

For more detail regarding assessments and practice tests, click here: <https://www.tts-talent.com/candidate-advice/>

Good luck and please remember to read all instructions carefully!