

4.2 TAKE EMPLOYMENT TESTS

What to Know

Some companies give employment tests as part of the interview process. The tests usually are related to aptitude, basic skills, or attention to detail. Usually they have been normed against people who work in similar positions and have taken the test. The tests help the employer determine if you are likely to be a good fit with the company and the job.

Usually your test scores will be in points that are added into a total rating score that is based on your resume, cover letter, references and your interview. Examples are:

- Keyboarding
- Work Samples
- Physical Agility
- Personality

What to Do

The following is a set of suggestions to use as you take employment tests. Read and consider each suggestion.

1. Read and/or listen to directions carefully.
2. Take the tests seriously.
3. Try to relax while taking the test.
4. Skim the entire test before you start to be sure you know what it is about.
5. Read each question carefully and completely before you begin to answer it.
6. Ask if there is a penalty for guessing answers you are not certain about. In general, if there is a penalty, do not guess unless you can narrow the answer to one of two possible choices.
7. If the test is timed—and many are—ask how the test is being scored to know if accuracy or completion is more important.
8. Write your answers clearly. You cannot get credit for anything that is not readable.
9. Use your time wisely. Do not linger too long on any one question. If you do not know the answer, skip to the next item.

Don't get screened out! Employers generally use applications to make the first cut in screening applicants.