

☛ CAREER DOCTOR

Q. I am going for an interview shortly, and have just found out that I will have to do a psychometric test as part of the interview process. Can you tell me what this involves? Is there anything I can do to improve my outcome on the psychometric test?

A. Psychometric tests measure whether a candidate has specific abilities or appropriate personal qualities in relation to the job specification. It is important to find out what type of psychometric test you will be facing. Most organisations will use ability tests, personality questionnaires or a combination of both.

In terms of ability testing – there is a wide range of ability tests, with the most common being verbal and numerical reasoning tests. To prepare for verbal ability



Paul Mullan

tests, read books, newspapers, do verbal puzzles, crosswords and word games.

To prepare for numerical ability tests, review basic maths and calculations. Make sure you can interpret graphs, tables and pie charts. It is important to complete some practice questions in advance. Visit www.shldirect.com to

access practice questions.

Personality questionnaires are not designed to be a test, so there are no right or wrong answers. Such questionnaires provide an indication of an individual's preferred behavioural style at work, as well as information on how a candidate will fit in certain work environments and how they will cope with different job requirements.

The best advice is to answer the questions honestly. Give yourself plenty of time to complete the questionnaire, so that you do not have to rush your answers.

Although daunting, psychometric tests increase fairness and objectivity in recruitment. Take on board the above advice and give it your best shot.

Paul Mullan is a career coach with Measurability. Visit www.measurability.ie

Need an Interview Coach? Visit <http://www.measurability.ie/individuals/interview-coaching/>