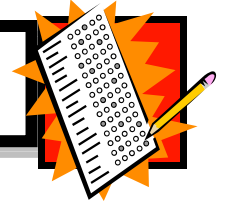


# Employment Testing



**Introduction:** Some employers use tests or other assessment tools as part of their screening process when hiring workers. In most instances the tests are a part of the pre-screening process, but sometimes they are given after a person is hired.

Some of the reasons employers give tests are to match a candidate to the right job, reduce turnover due to unsatisfactory job performance, to obtain an indication of a person's potential to learn and perform particular job responsibilities, and to measure a person's skills, both general and job-specific.

## Types of Employment Tests and Test Samples

There are many types of employment tests--most fall into the following categories:

**Aptitude or Ability Test.** General ability tests measure such things as verbal, mathematical and reasoning skills. Specific ability tests measure such things as manual dexterity, mechanical ability, reasoning ability.

**General Ability Test Sample:** Of the 3,600 employees of Company X, one-third are clerical. If the clerical staff were to be reduced by one-third, what percent of the total number of the remaining employees would then be clerical?

- A. 25%   B. 22.2%   C. 20%   D. 12.5%   E. 11.1%

**Specific Ability Test Sample:** See how quickly and accurately you can tell whether pairs of symbols are exactly the same or different in any way. If the pairs are the same, check the first box (S), if they are different, check the second box (D).

<input type="checkbox"/> S	<input type="checkbox"/> D	45614	46514
<input type="checkbox"/> S	<input type="checkbox"/> D	Laura Hadley	Laura Hadlee
<input type="checkbox"/> S	<input type="checkbox"/> D	Charles Timbers	Charles Timbers
<input type="checkbox"/> S	<input type="checkbox"/> D	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> S	<input type="checkbox"/> D	Brian Dobson	Brien Dobson
<input type="checkbox"/> S	<input type="checkbox"/> D	2R1	2r1

**Skills Test.** These tests can measure specific job-related skills, such as computer keyboarding, completing a tax-related form, filing items alphabetically, etc.

**Skills Test Sample:** Put the following names in alphabetical order: DeLong, Jesse; DeMattia, Jessica; DeMatteo, Jessie; Derby, Jessie S., and DeShazo, L. M.

**Personality and Interest Inventory Test.** These tests measure personality traits, such as honesty, work ethics, etc.

*Personality and Interest Inventory Test Sample* (Source: Cyberia Shrink): Do you have a Type A personality? Read the following statements and indicate whether you agree (A), disagree (D), or cannot say (CS) by placing an X on the appropriate line.

	A	D	CS
A. I never seem to have enough time to accomplish my goals	_____	_____	_____
B. I don't understand people who become so impatient in traffic that they start honking.	_____	_____	_____
C. I frankly don't care whether I do or do not make it into the top 10.	_____	_____	_____
D. I find it difficult and useless to confide in someone.	_____	_____	_____
E. A driver's license should be more difficult to get in order to avoid having all those idiots on the road.	_____	_____	_____

**Other Tests.** Other tests that may be used by employers are tests which may indicate the presence of illegal drugs or alcohol. These are medical tests and will not be covered in this unit. If you are asked to take one of these tests, you need to be aware that some medications, and even some foods, can produce a positive reading even though you have used no illegal drugs. It is important to inform the testing facility of medications which you have taken recently. Refusal to submit to substance testing almost always is a condition for not hiring the candidate.

*Other Test Sample.* Because most other tests require medical personnel or specific equipment or tools, samples of these tests are not provided.