

Name _____

Date _____

Employment Test Question Samples



Introduction: There are many kinds of formats used in employment testing. Some of the more common formats are paper and pencil tests using such multiple choice questions, matching questions, true/false questions, scaled-response questions, and essay questions.

Directions: Below is a test sampler of types of questions that might appear on an employment test. Read each section and answer the questions.

Test Sampler:

Multiple Choice Questions. These are questions that offer several possible answers and the applicant is to select the best answer. The other choices may be partly correct or not correct at all. Tips: (1) immediately discard any answers that are clearly wrong, (2) watch for cue words that automatically cause suspect that the answer is incorrect--such words as absolute, completely, only, never, totally, and (3) read each answer closely to see what the test is after. Remember, the main reason for failing an examination is failure to understand the question.

Multiple Choice Sample: Put the letter of the statement which you think is true on the line to the left of the number.

- ___ 1. What is a resume?
- The story of your life.
 - A summary of things in your background which relates to a job you want.
 - A job application form.
 - None of the above.
- ___ 2. Why do people use resumes?
- Because employers are snoops who like to get into other peoples' business.
 - So they can make themselves look important.
 - Because many people may want the same job and a well-prepared resume might help you get a job interview.
 - Because they are nice to have.
- ___ 3. When you answer a want ad you should:
- Call the employer and ask for an interview.
 - Mail the employer a 15 page letter which tells everything about you.
 - Follow the instructions in the ad.
 - Mail the employer a copy of your resume with a cover letter attached.

Matching Questions. This test requires you to actually face multiple questions with multiple answers. It's a difficult form in which you are asked to pair up one set of facts with another. It can be used with any type of material, vocabulary, numbers, facts, etc. This type of question usually consists of two columns--the elements of one of the columns must be hatched with some or all of the elements of the second column. Tips: (1) work with one column at a time, (2) mark through the answers already used, (3) don't mark an answer unless you are certain because if you have to change one answer it may alter or affect other answers, (4) after you have marked those you are sure of, go back and respond to the rest of the questions--try and recall any related thoughts that might give you a clue to the answer.

Matching Question Sample:

Column One - Terms

1. Reference
2. Human Resources

3. Applicant
4. Supervisor
5. Employer

Column Two - Definitions of Terms

- ___ department that hires people
- ___ one to whom another may refer for a recommendation regarding qualifications or character
- ___ person who oversees another's work
- ___ person applying for a job
- ___ person or concern that employs persons for wages or salary

True/False Questions. This type of question is easier to answer and therefore used less frequently. Tips: (1) watch for cue words that automatically cause suspect that the answer is correct, i.e., absolutely, completely, only, never, totally, etc., (2) watch for words or phrases that negate an otherwise true statement, i.e., few flowering bushes grow in the desert where it is hot and humid (humidity is not associated with the desert, therefore the statement becomes false), (3) when a statement contains the words usually, generally, most and other similar words, the statement is usually true, (4) go with your first feeling--it is usually the best--don't change unless you have a very good reason for doing so.

True/False Sample: Write "T" in the space provided if the statement is true; write "F" if the statement is false.

- ___ 1. A resume should not be longer than two typewritten pages.
- ___ 2. You should list three personal references on your resume.
- ___ 3. You should attach a personal photograph to your resume.
- ___ 4. You should make sure that spelling and grammar are correct.

Scaled Response Questions. Scaled response questions are often used in personality tests to measure personality traits, such as temper control, friendliness, etc. There is no “right” or “wrong” answer. Employers administer these types of measures because they are looking for applicants with particular interests or personality traits and because they have found that employees with these characteristics are successful on the job. Questions often ask the respondent to rate an item, such as strongly agree, agree, neutral, disagree, strongly disagree, rating an item from 1-5, etc.

Sample Scaled Response Questions: Read each statement and circle the number with best represents your feelings. The scale is: 1 = strongly agree, 2 = agree, 3 = neutral, 4 = disagree, and 5 = strongly disagree.

	SA	A	N	D	SD
1. I do best in academic subjects by listening to lectures and tapes.	1	2	3	4	5
2. I remember best by writing things down several times.	1	2	3	4	5
3. I prefer to use posters, models, or actual practice and other activities in class.	1	2	3	4	5
4. I enjoy working with my hands or making things.	1	2	3	4	5
5. I chew gum or snack while studying.	1	2	3	4	5