

## Emma Ford: Testing checklist

Many organisations test interns and graduates as part of their selection processes, these tests are often used to screen candidates out of the process. Testing must be taken seriously.

### Testing checklist

Ask the organisation what tests you will be sitting.

What provisions are made if you are working in a second language.

What provisions are made if you need more time (dyslexia etc).

Don't underestimate the importance of passing tests.

**PRACTICE, PRACTICE, PRACTICE**

Practice by using sites such as SHL (see list below and 'Useful Links').

Ask your friends to help you practice - answer lots of questions in a short amount of time - how accurate are you?

Talk to your Careers Service, they often test on behalf of organisations.

Make sure you really understand what you need to do when taking the test.

If you are not sure about something, ask.

Try and relax.

Go to the bathroom before you start the test!!!

Make sure you get a drink if you need one before you start.

You've done your practice so there shouldn't be any surprises.

If taking the test in person (paper test), make sure you are given, pencils, eraser, sharpener, working paper.

If taking the test on-line, make sure you have used the computer before or if you are using a new computer ask for some time to familiarise yourself with it.

If taking the test on-line, make sure you are in a quiet place so you can concentrate.

Don't start until you are 100% ready whether taking an on-line or paper test.

### **Practice/information websites and books**

ASE-Solutions.co.uk

Shldirect.com

Morrisby

Educational Testing Service

Keirsey temperament tests

Team technology

Outofservice

The British Psychological Society, Testing Centre [www.psychtesting.org.uk](http://www.psychtesting.org.uk)

The Ultimate Psychometric Test Book (Mike Byron)