

Selection tests

They are tests that the company decides to apply to the people participating in a selection process in order to evaluate their suitability for the job. Depending on the professional and skill profile of the job, whoever selects you will determine which tests they use.

In today's labor market, selection tests, together with information from CVs and personal interviews, are the tools for determining the suitability of job applicants. Therefore, it is advisable to know the selection tests that exist in case, at some point in your job search, you have to take them.

MAIN FEATURES OF SELECTION TESTS

Selection tests are configured based on the combination of the following parameters:

About what they **measure**:

- Knowledge: Evaluates essential knowledge and skills for the job.
- Competencies: They assess specific key competencies, i.e., the skills, attitudes and behaviors that the candidate must present in order to perform the tasks of the job.

In relation to how to **administer** them:

- Individual: The applicant for the job takes the test individually to achieve a set goal.
- Group: Applicants interact with each other to achieve a pre-set common goal.

Regarding application **time**:

- Time-limited: Everyone has the same time to take the test.
- No time limit: The test focuses on the person's ability, and the time spent is not considered important.

In relation to the **way** to carry them out:

- Written: Formats where the applicant must express himself in writing. For example: quizzes, exams, essays...
- Oral: Formats where what is appreciated is the way the candidate uses the word to express himself/herself. For example: presentations, exhibitions, debates...

Relating to the **modality**:

- Face-to-face: The physical presence of the person in a place is required.
- Online: The candidate is invited to be connected to a data or communication network to take the test through an application such as Teams, Zoom, etc.

Depending on the **moment** of the selection process:

- At the beginning of the process: These are made to discard candidates who do not meet the requirements from the outset.
- At the end of the process: The purpose is to complement and confirm the information previously obtained.

To effectively prepare yourself for the selection tests, you must know the different types, their specific characteristics and what the company wants to determine with each of them.

SELECTION TEST	WHAT DOES IT CONSIST OF?	TYPOLOGY	RECOMMENDATIONS
Professional Testing	<p>Tests that measure specific knowledge and/or technical skills related to the job (e.g. degree of knowledge of a computer program).</p> <p>It is a matter of checking the professional training of the person in the development of specific tasks to check if they have acquired the knowledge and mastery necessary to carry out the work.</p> <p>These types of tests are often designed by the companies themselves based on the requirements of the position, such as computer programming, translation, parts assembly, or accounting exercises.</p>	<p>-Exercises or written tests. Questions and exercises on knowledge and content related to the vacancy to be filled.</p> <p>-Exercises or practical tests. Simulations of job-specific activities or situations (e.g. entering data in an Excel format, writing a text in another language, solving cases/incidents, etc.)</p>	Not only the result is valued, but also the process, that is, "your way of working" to achieve the goal set.
Culture or general knowledge tests	Tests that measure knowledge or general culture not directly related to the job you are applying for, but that give general information about the candidate's knowledge.	They are presented such a questionnaires. Questions and exercises on general knowledge.	These tests are usually performed in public examination selection processes. To prepare, normally there is a syllabus that you can study previously.

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<p>Psychotechnical tests</p>	<p>They assess skills that are not related to specific knowledge, but are necessary for good job performance.</p> <p>Usually, these tests are standardized questionnaires with closed-ended answers and there is a time limit to take it.</p> <p>The interpretation or correction is made based on the comparison of the standardized results with the successes and errors of the candidate's answers, and assessing the speed of carrying out the test.</p>	<p>-Verbal reasoning: Comprehension and correct use of words.</p> <p>-Creativity: Provide new solutions and original answers.</p> <p>-Memory: Ability to evoke and reproduce processed information.</p> <p>-Numerical skills: Ability to perform tasks that involve the use of numbers.</p> <p>-Spatial: Ability to orient oneself and interpret representations in three dimensions.</p> <p>-Attention and perception: Ability to detect details accurately and quickly.</p> <p>-Mechanics: Ability to understand and operate with physical and mechanical principles in everyday situations.</p> <p>Abstract reasoning: A person's ability to think in nonverbal ways.</p> <p>-Verbal expression: Ability to speak fluently, understand a speech, and reason a verbal or written argument.</p> <p>Examples: DAT-5 (Differential Aptitude Test); D-48 (domino test); G-factor (general intelligence).</p>	<p>This type of test takes into account the positive results and the time you invest in taking the test. Therefore, you must practice and train in order to become familiar with them.</p> <p>If there are any questions where you find difficulties, continue and come back to them later.</p>

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Interest Tests	<p>This kind of test try to define the predisposition and motivation towards certain tasks and professions, because a person will have a higher performance at work if it fits with their professional interests</p>	<p>Normally, they are questionnaires about tasks or activities in different professional fields and personal preference must be chosen. Examples:</p> <p>IPR-R (Inventory of Professional Interests and Preferences); CIPSA (Professional Interests Questionnaire)</p>	<p>Faced with these tests, it is a matter of being consistent with the job you aspire to.</p>
Personality Tests	<p>They allow to know the personality of the candidate, to check if it adapts to the requirements of the position and can be successfully integrated into the business culture. For a place in contact with the public, for example, traits such as extraversion, sociability and self-control are positively valued.</p> <p>These tests evaluate the most relevant personality traits: social skills, motivation, emotional stability, self-control...</p>	<p>There are two types of tests:</p> <p>-Personality test: A series of closed-ended personal or professional questions must be answered, choosing from limited answer options.</p> <p>-Subjective tests: The candidate must describe what he/she sees, draw... You are free to respond and do not have to choose between alternatives.</p> <p>Examples: 16PF-5 (factorial personality questionnaire); HTP (tree-house-person)</p>	<p>In this type of test, there is no preset time to answer and there are no right or wrong answers.</p> <p>If in any question of all the options, there is none that you identify with, choose the one that comes closest. It's about showing overall consistency.</p>

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<p>Assesment Center</p>	<p>The Assessment Center includes different evaluation techniques. It incorporates both individual and group exercises, in order to identify skill levels or successful behaviors.</p> <p>Integrates procedures of simulations of tasks related to problems and real work situations. Therefore, applying this method is useful to know the potential of people and predict their performance at work.</p> <p>The advantages of this test compared to other techniques is that its application is simple and has a high reliability and validity, since optimal predictions about the behavior of the applicants. Normally, the Assessment Center groups eight to twelve applicants observed by three or four human resources professionals who objectively evaluate the candidate's existing or non-existing skills, as well as their relationship with the group.</p>	<p>Activities that may be included include the following:</p> <p>-Write a report: Material related to the company's activity is provided and the candidate must write a report. Reasoning, analytical and written expression skills are measured.</p> <p>-Make a presentation: It is about making a presentation to the person who scores the test and/or the people who aspire to the job. Structuring skills, communication skills, and public speaking skills are measured.</p> <p>-Tray Exercise: Reports, incoming calls, letters, and all kinds of work-related documents are provided in a tray. It's all about completing assigned tasks. Time management, resolution, planning, and written and verbal communication skills are measured.</p> <p>-Business lunch: Simulate a business lunch or dinner. You observe the attitude of the person, how he is interested in the other members, what questions he asks... In short, how do you react to a situation of this type?</p>	<p>The evaluators give the instructions and analyse the behaviour of the candidates. They are interested in checking that applicants have the necessary skills to do the job. Therefore, before facing this test, be clear about the skills that are valued in the job you are applying for.</p> <p>Some of the competencies shown with this test are:</p> <p>Leadership, motivation, teamwork, strategic orientation, analytical and conceptual thinking, communication, time management, flexibility, negotiation, achievement and customer orientation.</p>

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<p>Group Dynamics</p>	<p>This type of test evaluates the subject's behavior in a group and in a situation.</p> <p>All the candidates (between four and twelve people) are brought together and presented with a certain "real" professional situation, or a specific moral dilemma about which they must make a series of decisions. There is a time limit for reaching a conclusion.</p> <p>The people who dynamize the test observe the behavior of each individual in this group interaction.</p> <p>Other competencies include: leadership skills, assertiveness, communication, and argumentation and negotiation skills, empathy, teamwork, initiative, creativity, adaptability, etc. It always depends on the profile that the applicant is opting for...</p>	<p>There are two different types of approaches:</p> <p>-Group Interaction Exercises:</p> <p>Setting out a topic to discuss or a specific work situation. It is about seeing how the individuals in the group interact and observing the competencies they put in place in order to identify if they are the right ones for the job to be filled.</p> <p>-Role-playing:</p> <p>Each candidate assumes a role to play and must achieve the objectives that have set him/her.</p> <p>Examples: Underground Shelter; NASA (Moral Values and Group Decisions) The last 15 cows; The Orange (negotiation) The Desert Island (problem analysis and decision making).</p>	<p>Before carrying out a group dynamic, identify the competencies required by the job to be filled.</p> <p>Explore different types of dynamics in order to familiarize yourself with them and foresee which type you may encounter depending on the job you are applying for.</p> <p>Once in the group dynamic, behave naturally, participate actively, listen to others, work towards the group's goals and above all, be polite.</p>

CONCLUSIONS

- Knowing the different types of selection tests , will help you become **familiar with them**.
- **Practicing and training** with the tests will allow you to lose your fear and prepare yourself to face them successfully.
- Remember that the results of the tests are another tool that allows the interviewer to confirm all the information obtained throughout the selection process. Therefore, it is very important **to be consistent** in all phases of the process.
- Taking selection tests is an assessment situation that usually causes nervousness. Consequently, before carrying out the tests, it is advisable **to rest well and avoid any stressors or altering** factors that may cause you added nervousness.
- Reading the **instructions** or **listening carefully** to the indications received at the beginning of the tests is key to being able to carry them out. If there's something you don't understand, ask them. Remember that one of the possible instructions of a selection test is that during the test you cannot ask any questions.
- The first questions or phases of the tests are usually simpler and as the test progresses the difficulty increases. If you hesitate or get stuck at any point in a selection test, **go ahead and try to** resolve this question at **the end of the test**.
- **Get organized and plan the time**.
- Trust, **tranquility, sincerity** and education should be your partners in carrying out any type of selection test and will give you the guarantee to obtain good results.
- **Self-knowledge** is key when you are looking for a job. We recommend that before a selection process take the professional interests test in: <https://testinteressos.barcelonactiva.cat/>

TO PRACTICE

- Here you will be able to practice psychotechnical tests in order to consult and become familiar with them.
<https://www.psycoactiva.com/test/psicotecnicos/>
- Website where you will find examples of competitive examinations at national level.
<https://www.examenesoposiciones.com/>
- Article that defines what an Assessment Center is and related tests.
<https://www.unir.net/empresa/revista/assessment-center/>
- Website to learn more about group dynamics in personnel selection.
<https://www.synergie.es/blog/dinamicas-de-grupo-seleccion-de-personal/>