

Aptitude Tests

Aptitude Tests are tests of special abilities that are required in specific jobs, which help to predict aptitude for a particular job or type of training. Research suggests aptitude tests are valid for virtually all jobs. They must be selected and administered in ways that do not raise equity and diversity issues.

The use of aptitude tests can be of value in situations where a candidate has had little or no experience related to the job requirements.

Aptitude tests can assess:

- general problem solving
- numerical reasoning
- verbal reasoning
- critical thinking
- mechanical, clerical, linguistic, musical or artistic abilities
- manual dexterity
- reaction time
- hand/eye coordination.

Aptitude Tests may be used in conjunction with Psychometric Tests

Psychometric Tests

Psychological assessment (psychometric testing) can add value to a human resource decision by:

- developing a picture of an individual's aptitudes and attributes
- predicting how these will affect their performance in the position

There are a large number of psychometric testing tools available and the test required will depend on the type of vacancy. They must be selected and administered in ways that do not raise equity and diversity issues. There are tests for:

- general problem solving
- numerical/verbal reasoning
- interpersonal style
- work/team style
- leadership style
- motivational style

Psychometric tests should not be the sole instrument used for selecting candidates. They should be used in conjunction with other procedures, as one element of the selection process. Most commonly, they are used to assess the preferred candidate for a position, or to compare two or three short listed candidates.

There are a number of factors that impact on the success of these tests. These include:

- investigating the validity of the test being used the better tests are supported by extensive research and data that allows comparison of results to relevant reference groups
- defining the critical characteristics needed for success in the position – to determine the match between the candidate's profiles and the "ideal" profile for the position

Psychometric Tests may be used in conjunction with Aptitude Tests.