

# Candidate Guide To Completing PeopleClues Assessments

## Introduction

Part of many modern selection and development processes involves the use of occupational questionnaires and tests. The reason for using these is simply to collect as much relevant information as possible about each candidate to help make a fairer and more informed decision about their present and future job-fit suitability. This document is designed to help explain the process that uses PeopleClues assessments for this purpose.

## What is PeopleClues?

PeopleClues is an award winning & industry recognised range of online pre-employment tests and assessments to help Recruiters, Hiring Managers and HR Professionals identify future talent, look beyond the CV and get a better understanding of their candidates.

PeopleClues is a well validated range of behavioural assessments that measure personality traits, general reasoning, work-related attitudes as well as job & employer engagement. The assessment system was created using the latest scientific protocols for validation and is designed to be used in all kinds of businesses for recruitment, selection, succession planning and career development.

## What is the purpose of the assessments?

The range of assessments provides employers with information about their candidates preferences and their typical style in approaching various types of situations and tasks, their ability to solve problems and process information and attitudes to work. Such information may be used by employers to help gain a greater understanding of both existing employees and of candidates who are applying for job vacancies.

## How do the assessments work?

In a selection situation, employers need to decide on the type of people they believe will fit their organisation and are best suited to the job opportunities that are available. The questionnaires will provide information to assist the employer in making decisions about candidates and are completed online. Participants may be asked to do this when attending for selection or sent an invitation by email so that they can access the assessments remotely.

In some cases you may be asked to “apply” for a job, upload a CV and answer some general questions about your background. Or, you may be asked to take part in an online “event” and may have to create an account on our system in some instances, but not all. All the assessments will be computer scored and the responses moderated by a qualified assessor. The results are confidential and will only be seen and considered by those entitled to access the information.

## Hints on completing the assessments:

1. No preparation is required – please just be yourself and answer all questions spontaneously and naturally, these latest generation systems are smart enough to spot any exaggeration or modified responses..!
2. Set aside time to complete the assessments when you won't be interrupted. Depending on which assessment you have been asked to complete, it may take you anywhere from 10 to 30 minutes to finish all sections - the most common amount of time is 20-25 minutes.
3. Make sure you have a reliable internet connection so that you can complete all the assessments in one attempt.

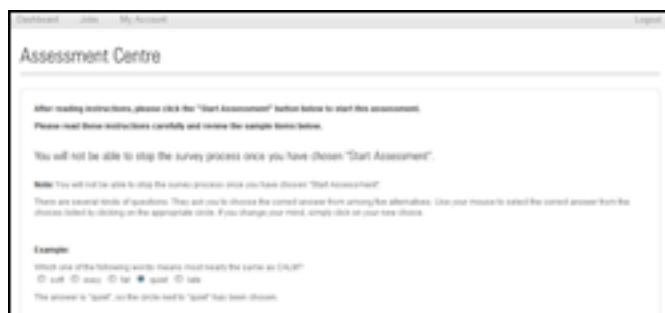
## What is the Personality Assessment?

The personality questionnaire is untimed, but will probably take about 15 minutes to complete. You will be required to read the items and choose the answer that is most appropriate to yourself. Remember, there are no “wrong” or “right” answers to the personality questionnaire – only your preferences in terms of how you approach your work most of the time.



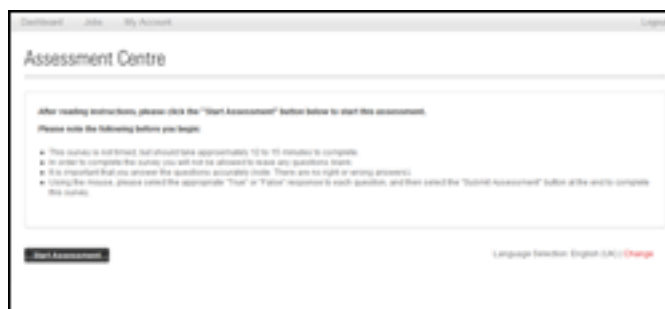
## What is the General Reasoning Assessment?

This assessment is a timed, 7-minute, multiple choice test that is also completed online. You will be required to read the questions and choose the answer that you believe is the correct answer. Remember, this assessment has both “right” and “wrong” answers and is automatically timed to 7-minutes, after which you will not be able to enter any more answers.



## What is the Attitude Assessment?

The attitude assessment is untimed. You will be required to read the items and choose the answer that is most appropriate to yourself. The questionnaire will ask if you find a statement to be “true” or “false”. There are no “wrong” or “right” answers – only your preferred attitude towards different workplace situations.



## What is the Engagement Assessment?

The engagement assessment is untimed, but will probably take about 5 minutes to complete. You will be required to read the items and choose the answer that is most appropriate to yourself. Remember, there are no “wrong” or “right” answers to the engagement assessment – only your preferences towards your most recent job and employer.

