Psychometric Testing and Career Planning

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Agenda

- What is Psychometric Testing?
- Benefits of Psychometric Testing
- Different Types of Testing
- Preparation
- Examples
- Career Planning
- Where are you now? Where do you want to go?
- Career Options for Accounting Professionals
- How are you going to get there?
- Networking / Recruiters
What is Psychometric Testing?

- Psychometric tests have been used since the early part of the 20th century.
- Originally developed for use in educational psychology.
- Most likely to encounter psychometric testing as part of the recruitment or selection process.
- Devised by occupational psychologists.
- Aim is to provide employers with a reliable method of selecting the most suitable job applicants or candidates for promotion.
- Aim to measure attributes like intelligence, aptitude and personality.
Benefits

- Allows the employer to delve beneath the surface and get a more complete picture of who you are.
- Supports the interviewer in creating more effective questions to use during the interview stages.
- Identifies developmental opportunities as well as strengths to support development and training.
- Career development - can help you uncover values and interests.
- For roles mapped out against key competencies testing can help management to understand an individual's capability against those competencies.
Different Types of Testing

Psychometric Selection Tests

Personality & Interest Tests

Aptitude & Ability Tests
Different Types of Testing and what they test

Ability and Aptitude Testing
- Designed to assess your logical reasoning and thinking performance.
- Focuses on specific job areas
- Measure a person’s potential to learn new skills or to cope with the pressures of a specific job.
- Over 5000 aptitude and ability tests on the market

Personality Testing
- Design to assess how a person acts in the workplace in relation to different personality types.
Verbal Reasoning Tests

- "Verbal" means to do with words.
- Usually a timed test that measures one's ability to reason with words and understand the logic of passages and questions.
- Candidate usually reads a passage, answers questions on it then moves on to the next passage and so on.
Customary to present the results in terms of how the candidate performed in relation to a database of scores provided by the test publisher. This means that your score is compared with a comparison group (called a "norm group").

Suppose you did a test and got 20 out of 100. Maybe that doesn't sound so good. But wait. You were the only one who got 20 - everyone else got 5. So your score was above average. On its own, the "raw score" (your raw score was 20 in this case) doesn't tell you much until you compare with how others have done.
Numerical Reasoning Tests

- Numerical reasoning tests are timed.
- Candidates need to make sense of numerical information presented in tables, charts and diagram and then answer question based on the information.
- Customary to present the results in terms of how the candidate performed in relation to a database of scores provided by the test publisher.
Personality Tests

- Different test companies have their own methods of testing.
- Multiple sets of questions relating to personality type
- Relate to how the test taker would handle aspects of work and home life, what his or her goals are for the future and strengths and weaknesses.
- Identifies whether the potential candidate is the right fit for the company and assess factors such as honesty, sociability and conscientiousness.
- Give the potential employer an insight into how a person might cope with stress, whether they are a team player or an independent worker, if they have problem-solving abilities, and whether or not they are ambitious.
Personality questionnaires are self-report questionnaires where the candidate responds to a series of statements - with no right or wrong answers.

The completed questionnaires gives insight into areas of personality. For example –

- relationships with people (eg sociability or influence)
- "thinking style" (eg planning, creativity, analysing etc)
- feelings and emotions (eg vigour or tendency to worry)
Preparation for Testing

- Spend your preparation time wisely. Most people find themselves with only one or two weeks.
- Find out what type of questions you are going to face even if this means asking.
- Download and look at sample papers for each type of question you are expecting to face.
- Go through one paper of each type and see how you get on.
- Decide on a practice strategy.
- Practice one paper a day right up until the actual test.
Example Test Questions
Career Planning

- Where are you now?
- Where do you want to go?
- How are you going to get there?
Where are you now?

- What experience have you built upon?
- What skills do you have?
- What is your level of seniority?
- What is your salary?
- What do you like/dislike about your work?
- What do you like/dislike about corporate culture/management style?
- Other – geographical location, work environment, industry?
Where do you want to go?

- What experience have you built upon?
- What skills do you have?
- What is your level of seniority?
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Career Options for Accounting Professionals

Chief Financial Officer

Finance Director

Regional Treasury Manager

Financial Controller

Treasury Manager

Project Manager/MS Manager

Treasury Accountant

Senior Tax Manager

Accounting Manager (Qualified)

Internal Auditor Manager

Finance Manager

Systems Accountant

Financial Planning & Analysis Manager

Tax Manager

Management Accountant (Qualified)

Internal Auditor

Financial Analyst

Senior Tax Consultant

Cost Accountant (Part Qualified/Qualified)

Tax Accountant

Assistant Accountant/Accountant (Part Qualified/Qualified)
How are you going to get there?

- What is your strategy?
- Write a plan for your next step, then....
- Networking
- Recruiters
- Your resume
Networking

- Personal contacts
- Professional contacts
- Associations e.g. CPA
- Recruiters e.g. Michael Page International
- Direct to potential employers
- Media e.g. newspapers
- Internet
Recruiters – How They Can Help

- Specialists vs Generalists
- MPI – Recruitment philosophy
  - 25 years experience internationally
  - 12 years experience in Hong Kong
  - Specialists
  - Non-commission system
  - Extensive client base
  - Candidate focus (our clients of the future)
Questions?
1. Verbal Reasoning Test

Example

- The principality of Angora has a population of 100,000. Exactly 60% of the population are citizens of the principality and 50% are over 21 years of age. How many people are eligible to vote?

- Statement 1 - Exactly 80% of citizens complete their national service.
- Statement 2 - Only citizens over 21 years of age who have completed their national service are permitted to vote.
Verbal Reasoning Test
Example Answers

Which of the statements above make it possible to answer the question

A. Statement 1 alone is sufficient, but statement 2 alone is not sufficient.
B. Statement 2 alone is sufficient, but statement 1 alone is not sufficient.
C. Both statements together are sufficient, but neither statement alone is sufficient.
D. Each statement alone is sufficient.
E. Statements 1 and 2 together are not sufficient.
2. Inductive Reasoning
3. Numerical Reasoning Test

Example

The Telecom Company Limited provides international telephone calls for its customers. Its call charges in Euro per minute are shown below.

<table>
<thead>
<tr>
<th>CUSTOMER LOCATION</th>
<th>CALL DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Cost</td>
<td>Germany</td>
</tr>
<tr>
<td>1.00</td>
<td>2.50</td>
</tr>
<tr>
<td>2.50</td>
<td>1.50</td>
</tr>
<tr>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>2.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>
3. Numerical Reasoning Test

i) A ten minute call to the United States would be cheapest from which country?
   a) Germany  b) UK  c) France

ii) A businessman travels regularly between Germany, France and the UK. He wishes to make a 5 minute call to each of India, the United States and Australia. Assuming he is free to choose which country he makes each of the calls from what would be the least amount of money he could do it for?
   a) 12.50  b) 14  c) 16  
   d) 16.70  e) none of these

iii) Which customer location has the cheapest average international call rates?
   a) Germany  b) UK  c) France
5. Personality Questionnaire

Please indicate the extent to which agree/disagree with following statements -

<table>
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<th>STRONGLY DISAGREE</th>
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<th>UNSURE</th>
<th>AGREE</th>
<th>STRONGLY AGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

1. I like meeting people.
2. I see myself as a creative person.
3. Little things annoy me.
4. I check the credentials of people before I vote for them at elections.
5. I enjoy travelling.
Answers - Test Questions

1. E
2. B
3. i) c  ii) c  iii) c
4. Ryken
5. n/a
Inductive Reasoning – Manager Level

Logical Reasoning test: Question 1 of 24
From the options available, please choose which diagram would come next in the series. Then click on your selection below.

A  B  C  D  E

Logical Reasoning test: Question 2 of 24
From the options available, please choose which diagram would come next in the series. Then click on your selection below.

A  B  C  D  E
Logical Reasoning test: Question 3 of 24

From the options available, please choose which diagram would come next in the series. Then click on your selection below.

A  B  C  D  E

Logical Reasoning test: Question 4 of 24

From the options available, please choose which diagram would come next in the series. Then click on your selection below.

A  B  C  D  E
Psychometric Example Questions

Example 1 - Verbal Reasoning

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Example 2 - Inductive Reasoning

Example 3 - Numerical Reasoning

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<tbody>
<tr>
<td></td>
<td>1.00</td>
<td>2.50</td>
<td>2.00</td>
<td>India</td>
</tr>
<tr>
<td></td>
<td>2.50</td>
<td>1.50</td>
<td>1.20</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>2.00</td>
<td>1.00</td>
<td>Australia</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>3.00</td>
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Example 4 - Numerical Reasoning

Example 5 - Personality Questionnaire

You might, for example, be asked to indicate the extent to which you agree or disagree with each statement. Below is a typical scale:

<table>
<thead>
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<th>UNSURE</th>
<th>AGREE</th>
<th>STRONGLY AGREE</th>
</tr>
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<tbody>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Below are invented examples of what some personality questionnaire statements might look like.

1. I like meeting people.
2. I see myself as a creative person.
3. Little things annoy me.
4. I check the credentials of people before I vote for them at elections.
5. I enjoy travelling.
Verify Managerial Numerical Reasoning: Practice Questions

Terms and Conditions

You are about to begin a numerical reasoning assessment. You will receive detailed instructions and a practice test before starting the test itself. You can exit the process at any time before the real test stage. Please read and accept these conditions before proceeding:

- I will take this assessment honestly and without any assistance from others.
- I will not copy or distribute information from this assessment in any form.
- If requested, I agree to complete a further supervised assessment to verify my results of this assessment.

Click "Accept" if you agree with these terms and proceed with the assessment. If you do not agree, please notify the assessment administrator using the telephone number or email link on the left of this page and then click "Continue".

Accept>>
Decline>>

Instructions

This test assesses your numerical skills and will take approximately 30 minutes to complete.

You will receive a short practice test before the real test. The test is timed and you will have only one opportunity to complete it. The test is NOT affected by either the speed of your computer or the speed of your internet connection.

This test may present information in graphical form and requires the use of your mouse to navigate and respond. Keyboard commands are not allowed.

If you believe that you may have difficulty taking this test due to a disability, contact the assessment administrator using the telephone number or email link on the left of this page.

Please click on the "Next" button to proceed to the practice test.

Next>>

Registration Pending

Your registration is being processed, please return to the test within five minutes or click the "test" link on the left of this page to exit it.
Please wait while your test loads. This may take a few moments.

65 %
Question 1
Which mine can produce the greatest amount of units of electricity before it runs out of coal?
- Folan
- Dinne
- Ill
- Pyken
- All Others

Question 2
At the continued rate of extraction, in how many years is the coal from the Folan Mine likely to run out?
- 1.5 years
- 3 years
- 4.5 years
- 6 years
- 7.5 years
Question 3

If there are 22.89 million homes in the UK, approximately how much money in total do UK households pay for their electricity per year? Assume 365 days in a year.

- £950,000
- £2.94 million
- £8 million
- £602 million
- £2.806 million

Question 4

What is the total number of units (in millions) of electricity produced each year based on the current extraction rates of coal from all mines combined?

- 1.05 million
- 4.29 million
- 7.07 million
- 6.2 million
- 11.9 million
Question 5
If all staff, both operations and admin, were required to wear trousers, shirts and shoes, how much would this cost the company?

- £4,638
- £12,043
- £18,640
- £27,364
- £33,815

Question 6
What percentage discount is offered on admin uniforms for purchase quantities greater than 100, compared to the price for the smallest purchase quantity?

- 42.4%
- 44.2%
- 49.9%
- 55.8%
- 57.6%
## Question 7
Which type of staff will cost the company the least in providing uniforms?

- Office
- Sales
- Senior
- Delivery
- Warehouse

* Operational workers are only entitled to shirts, trousers and shoes. Admin workers are only entitled to suits with shoes.

## Question 8
How much money would the company save if delivery staff and warehouse staff wore the same uniforms and their purchases could therefore be combined?

- £138.85
- £223.41
- £345.50
- £432.95
- £516.65

* Operational workers are only entitled to shirts, trousers and shoes. Admin workers are only entitled to suits with shoes.*
8 question(s) were answered correctly.
In this test you will be using facts and figures presented in various statistical tables to answer questions designed to assess your ability to evaluate numerical data.

After each question there are a number of different answer options. There is one, and only one, correct answer to each question. Click on the answer that you think is correct.

You may use a calculator if you wish.

Make sure you have some paper available for your calculations.

Before you start the test, please close down all other applications, except for your Browser windows and internet connection. Running other processes, e.g. printing, could cause the test to terminate.

The speed of your internet connection will not affect the test.
Each test page displays a 'Help' button, 'Test Progress' bar and timer.

The Help button will provide a reminder of the test instructions. Remember that the test is timed - so make sure you understand the instructions before you start the test.

The 'Test Progress' bar highlights how many questions you have completed and how many remain.

The timer shows the 'Minutes Remaining' for you to complete the test.

Now there are some examples for you to practice - there are no points for these, they are to help you understand what to do in the test.

Please wait while your test loads. This may take a few moments.
Example 1
Which region spent the least time per manager on their projects?
- Asia
- Americas
- Europe
- Africa
- Australia

Example 2
What is the average time spent per outsourced project, across all regions for all of the projects?
- 112 hours
- 271 hours
- 896 hours
- 8,952 hours
- 9,348 hours
Well done - you answered both examples correctly. You are ready to go on to the test.

Remember:

You have 25 minutes to complete the 18 questions in this test. Once you have completed a question, you will not be able to go back and change your answer. Do not use the 'back' button on your browser - this will end the test.

Try to work quickly but accurately. Do not ponder too long over any question. If you are not sure of an answer select your best choice and go on to the next question.

Do not press F5 or click Refresh during the test. If you do, your test will be invalidated and you will be unable to finish the test. Any responses you had entered will not be saved.

The test may take a minute or two to download. Please do not go away. The test timer will start as soon as downloading is complete. To load the test click 'Next'.
Please wait while your test loads. This may take a few moments.

Thank you for completing the test.
Your responses are now being processed.
Please click 'Exit' to return to the application process screens.
Real Test In Progress

The test runs in its own window. If this window has not opened please check that it has not been prevented from doing so by any popup blocking software in your browser.

DO NOT click on any button in this window until the test has finished.

When the test has finished, please click on the "Next" button to proceed.

Next>

Test Complete

Thank you for completing the test.

Please click on the "Finish" button to continue.

Finish