

Online Assessment 5 tips

5 Tips

You've been invited to take part in an online assessment. What's the best way to prepare? Here are 5 short tips to start with:

Tip 1 **Take an online assessment seriously**

Don't think: No problem, won't take a minute. Organisations take the results of online assessments extremely seriously. So participants should do the same. What's more, the results of an online assessment report can be very useful to you as well. They often provide clear tools and insights for your own development and choices.

Tip 2 **Know what to expect**

An online assessment usually consists of a personality measurement, motivations test and capacity tests. Often you are told in advance which test(s) you will be doing and what the aim is of the online assessment. On our website, you will find several short tests so that you can see what to expect from the online assessments of HFMtalentindex. Go to our website and click on Test Yourself.

Tip 3 **Practise capacity tests**

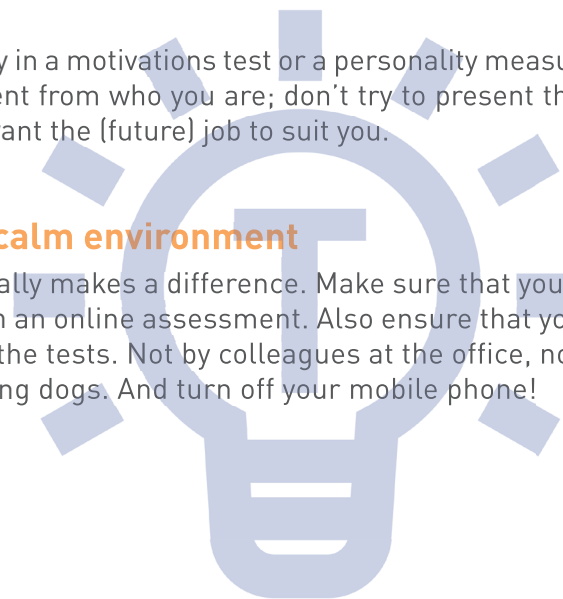
Make sure you know what type of questions to expect. And above all, practise those annoying fractions or sequences. For many people, it's been a long time since they had to solve these types of problems. By practising them, you save time and a capacity test always has a time limit. There are many websites where you can practise. On our website you will also find a short capacity test which shows you what to expect. Go to our website and click on Test Yourself.

Tip 4 **Try not to beat the test**

Answer honestly and spontaneously in a motivations test or a personality measurement. Don't pretend to be different from who you are; don't try to present the desired job profile. Obviously you want the (future) job to suit you.

Tip 5 **A good night's sleep and a calm environment**

That might seem obvious, but it really makes a difference. Make sure that you're well rested when you embark on an online assessment. Also ensure that you won't be interrupted when you do the tests. Not by colleagues at the office, nor at home by noisy children or barking dogs. And turn off your mobile phone!

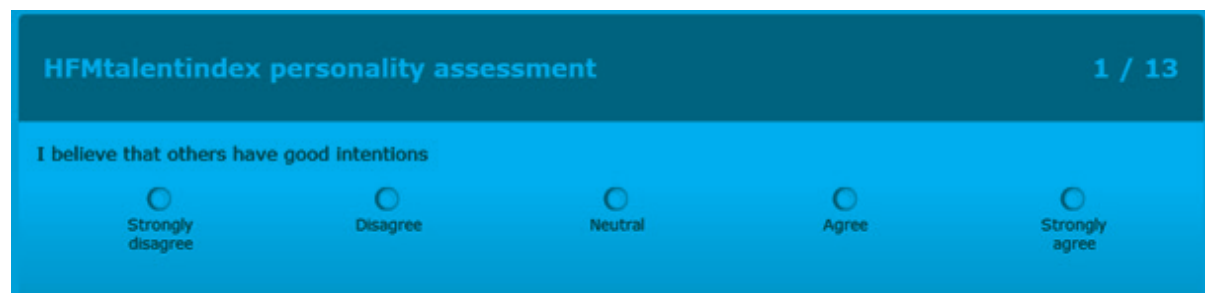


On the following pages, you'll find a brief description of the various online questionnaires of HFMtalentindex Online Assessment with sample questions to give you an idea of what you can expect.

HFMtalentindex personality assessment

The HFMtalentindex personality measurement is based on the globally validated Big Five model. The questionnaire was specially designed to study relevant personality traits. The measured personality traits reveal the characteristics which determine your behaviour. Answer honestly and spontaneously.

In the HFMtalentindex personality assessment, you can expect questions like the following examples:



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I believe that others have good intentions

Strongly disagree Disagree Neutral Agree Strongly agree

HFMtalentindex motivation test

The HFMtalentindex motivations test provides insight into what motivates you in your work and what you need in your working environment. Your motivations reveal what gives you energy or what saps energy in your work. Answer honestly and spontaneously.

In the HFMtalentindex motivations test, you move a slider over an axis to show how important a particular statement is for you.

Example question HFMtalentindex motivation test:



In my work, I want ... 1 / 12

... to get things right the first time.

Not at all important Very important

HFMtalentindex Complete Intelligence Test

The Complete Intelligence Test ('VIT') is a general, broad-based intelligence test at Intermediate vocational education, Higher professional education or University level. The VIT measures professional and intellectual ability. When scoring the test, both the number of questions that you answer and the number of good answers are taken into account. The test has a time limit (30 minutes). You must therefore decide whether to go for speed or accuracy. The score includes a correction for possible guessing.

Example questions VIT:

Numerical reasoning ability (number series):

In number sequences, the aim is to select the next number in the sequence. To do this, the pattern in the sequence must be discovered. Number sequences test your reasoning ability, the ability to think logically and make associations based on numbers. It is important here to distinguish between main and subsidiary issues.

Example question:

4 - 6 - 12 - 14 - 28 - 30 - ...

- A. 37
- B. 33
- C. 60
- D. 59
- E. 49

Logical reasoning ability (syllogisms):

In syllogisms, the aim is to select the conclusion that logically and inevitably follows from the given statements. This tests your ability to reason logically and draw conclusions. It is important here to distinguish between main and subsidiary issues.

Example question:

Tramps are poor. Pete is a tramp.

- A. Pete is poor
- B. Pete is not poor
- C. Pete is happy
- D. None of these conclusions is logically inescapable

Mathematical aptitude (math):

In arithmetical tasks, the aim is to find the right solution for an arithmetical problem. This tests your insight into numerical relationships and a feel for numbers. It is important to have an analytical ability regarding numerical information.

Example question:

Solve: $4/? = ?/16$

Answers:

- A. 4
- B. 8
- C. 10
- B. 37

Verbal aptitude (analogies):

In analogies, the aim is to select the word which completes the relationships between two word pairings. This tests verbal understanding: understanding written text and the ability to make connections.

Coat is to hallstand as tableware is to ...

- A. Furniture
- B. Cutlery
- C. Porcelain
- D. Cupboard