

## **Open Position Assessment (RPO) or Pre-employment Testing/Assessment**

An open position *assessment* or pre-employment test/assessment can be used to advance a candidate to the next stage of the hiring process. Employers use pre-employment assessments and screenings to know if a candidate is the right fit for a specific job opening. There are several different types of pre-employment assessments depending upon the position requirements and expectations.

Pre-employment testing is a centralized method to acquire and document information about a candidate during the hiring process. There are a variety of tests, assessments and screenings that can detail how an employee might perform tasks effectively in the workplace and/or to ensure candidates meet a minimum or basic level of qualifications in terms of specific competencies found to be critical to the success of an employee in that role or organization. This can be administered at anytime during the hiring process, but prior to an offer being extended. Some employers, for example, may have a pre-employment test as a requirement before they allow a candidate to move to the interview stage of the hiring process. The assessment may be required for specific positions, or all positions in an organization, the important thing here is to ensure the process is consistent for ALL candidates.

Employers have many reasons to use pre-employment testing/assessment, including:

### **To accelerate the hiring process**

Employers may use these tests to quickly narrow down the number of applicants they're trying to hire, especially if they have a lot of resumes to sort through.

### **To test an applicant's skills**

Employers give pre-employment tests to see if a candidate's skills match the requirements within the job description. For example, if an employer is hiring for a copywriter position, they might administer a writing test to find out if the candidate's skills match their expectations. An employer may decrease their company's turnover rate if they hire someone who passes a skills test because it shows how an applicant can apply their knowledge.

### **To increase the quality of interviews**

By gathering sufficient data on applicants, employers can use the results from the test to ask candidates specific questions related to their skills and work experience.

## **Types of skills assessment tests**

Here are some of the categories for assessment tests used during the hiring process:

*Hard skills assessment, Work sample test, Cognitive ability test, Personality test, The interview*

**Hard skills assessment:** These types of tests are used to measure a person's skills in a specific area, such as software development, math, logic or typing. The results of hard skills testing provide valuable information about the proficiency of candidates when completing frequently performed work activities.

**Work sample test:** Sometimes referred to as "realistic job previews," work sample tests are designed to resemble certain tasks that employees are expected to perform in their position, such as situational judgment tests, case study presentations and technical coding tests. The results of these assessments are usually indicative of a candidate's actual job performance because of how closely they mimic the actual duties related to the position.

**Cognitive ability test:** Unlike work sample tests that measure how applicants would perform in expected, everyday situations, cognitive ability tests assess how candidates would perform in more unexpected scenarios. They do this by evaluating a person's ability to think abstractly when using numerical and verbal reasoning skills. Nowadays, game-based assessments are commonly used to measure cognitive ability. The format is more approachable for the candidate and the process is typically much faster than the more traditional cognitive skills tests.

**Personality test:** Personality tests measure specific aspects of a candidate's personality, which can be extremely beneficial when hiring someone for a role that requires a particular demeanor. For example, a highly extroverted person would be a great fit for a role that has a lot of customer interaction, such as sales.

**The interview:** When properly executed, interviews can be a great way to assess the hard and soft skills that a candidate possesses. Interviews are flexible and often used independently or as a supplement for other assessment types. There are two primary categories for an interview:

*Structured:* Structured interviews pose the exact same, predetermined questions in a precise order to ensure a uniform interview process for all applicants. This maintains objectivity, reduces biases and produces consistent data that can be useful when an organization is striving to hire based on merit above all else. This type of interview often incorporates behavioral interviewing techniques. This is an approach that examines the past behavior of a person to predict future performance, attitudes and behaviors.

*Unstructured:* Sometimes referred to as a non-directive interview, an unstructured interview is really the opposite of a structured interview. Instead of posing predetermined and prearranged questions, this type of interview concentrates on building a relationship and rapport between the candidate and their interviewer. In fact, this type of interview is often recorded so that the answers can be evaluated later, allowing the interviewer to completely focus on the interaction. Though the name can be misleading, an unstructured interview is still organized and meticulous.

Many organizations choose to combine several assessment tests rather than utilize just one, which is referred to as a combination approach. This provides more comprehensive results that will eliminate the weaknesses of using only one assessment. However, this approach does take more of the candidate's time. If you choose to use an assessment to qualify a candidate, ensure that the assessment has been validated to assess candidate or job specific skills, that your process of administering the assessment is consistent, candidate responses are quantifiable and that you regularly review the assessment to confirm its effectiveness.

An example of a pre-employment test/assessment template is listed below. This is an example of a *Hard Skills Assessment*.

Open Position Assessment: Hard Skills Assessment (13 Questions and Answers)

**1. Which number should come next? 144, 121, 100, 81, 64?**

- A. 54
- B. 43
- C. 49
- D. 41

Correct Answer C. 49

Explanation: The given sequence is formed by squaring consecutive decreasing integers. The pattern is evident:  $12^2=144$ ,  $11^2=121$ ,  $10^2=100$ ,  $9^2=81$ ,  $8^2=64$

**2. I went to bed at 8 o'clock in the evening and wound up my watch, and set the alarm to sound at 9 o'clock in the morning. How many hours of sleep would I get before being awoken by the alarm?**

- A. 13 hours

- B. 12 hours
- C. 1 hour
- D. 10 hours

Correct Answer A. 13 hours

Explanation: If you went to bed at 8 o'clock in the evening and set the alarm for 9 o'clock in the morning, you would get 13 hours of sleep. Despite winding up your watch, indicating the passage of time, the actual sleep duration is from the bedtime until the alarm rings. Therefore, you would get 13 hours of sleep before being awoken by the alarm.

**3. Divide 30 by half and add ten. What do you get?**

- A. 70
- B. 25
- C. 15
- D. 10

Correct Answer A. 70

Explanation: When you divide 30 by half, you are essentially dividing it by 0.5 (which is half as a decimal). So, 30 divided by 0.5 equals 60 because dividing by a decimal less than 1 is equivalent to multiplying by its reciprocal. In this case, dividing by 0.5 is the same as multiplying by 2. So, 30 divided by 0.5 equals 60. Now, when you add ten to 60, you get:  $60 + 10 = 70$ . So, dividing 30 by half and then adding ten results in 70.

**4. If you had only one match and entered a COLD and DARK room, where there was an oil heater, an oil lamp, and a candle, which would you light first?**

- A. Oil heater
- B. Candle
- C. Oil lamp
- D. Match

Correct Answer D. Match

Explanation: In a COLD and DARK room with an oil heater, an oil lamp, and a candle, the logical step would be to light the match first. Without a lit match, none of the other items can be ignited. So, you would light the match first, and then use it to light either the oil heater, oil lamp, or candle, depending on your preference or need for warmth or illumination.

**5. Take 2 apples from 3 apples. What do you have?**

- A. 1 apple
- B. 2 apples
- C. 3 apples
- D. None

Correct Answer: B. 2 apples

Explanation: If you take 2 apples from 3 apples, you would have 2 apples. The action of taking implies a reduction in the quantity, leaving you with 2 apples after removing them from the initial total of 3. Therefore, the result is 2 apples, and the correct answer is "2 apples."

**6. HAND is to Glove as HEAD is to:**

- A. Hair
- B. Nape
- C. Cap
- D. Scalp

Correct Answer: C. Cap

Explanation: The relationship between HAND and Glove is that a glove is worn on a hand to protect it. Similarly, the relationship between HEAD and Cap is that a cap is worn on the head to protect it or provide shade. Therefore, the correct answer is Cap.

**7. A boy is four years old, and his sister is three times as old as he is. When the boy is 12 years old, how old will his sister be?**

- A. 19
- B. 20
- C. 21
- D. Impossible to determine

Correct Answer: B. 20

Explanation: Let's start by finding out the age of the boy's sister when he is 12 years old. The boy's sister is currently  $3 \times 4 = 12$  years old because she is three times as old as the boy who is 4 years old. When the boy is 12 years old, there will be an 8-year age gap between him and his sister ( $12 - 4 = 8$ ) since he is 8 years younger. So, when the boy turns 12, his sister will be  $12 + 8 = 20$  years old.

**8. A farmer had 17 sheep. All but 9 died. How many sheep were left alive?**

- A. 7
- B. 8
- C. 12
- D. 9

Correct Answer: D. 9

Explanation: 9 live sheep.

**9. What number is one-half of one-quarter of one-tenth of 800?**

- A. 20
- B. 10
- C. 15
- D. 12

Correct Answer: B. 10

Explanation: To find one-half of one-quarter of one-tenth of 800, we need to divide 800 by 10, which gives us 80. Then, we divide 80 by 4, which gives us 20. Finally, we divide 20 by 2, which gives us 10. Therefore, the correct answer is 10.

**10. Inept is the opposite of:**

- A. Competent
- B. Skillful
- C. Exert
- D. Expert

Correct Answer: A. Competent

Explanation: Inept means lacking skill or ability, while competent means having the necessary skill or ability to do something successfully. Therefore, competent is the opposite of inept.

**11. Which one of the five choices makes the best comparison? LIVED is to DEVIL as 6323 is to:**

- A. 3623
- B. 3263
- C. 3236
- D. 3632

Correct Answer: C. 3236

Explanation: The correct answer is 3236. In the word "LIVED", the letters are rearranged to form the word "DEVIL", with the order of the letters reversed. Similarly, in the number 6323, the digits are rearranged to form the number 3236, with the order of the digits reversed. Therefore, the best comparison is, 6323 is to 3236.

**12. John likes 400 but not 300; he likes 100 but not 99; he likes 2500 but not 2400. Which does he like?**

- A. 800
- B. 1800
- C. 900
- D. 20

Correct Answer: C. 900

Explanation: John likes: 400 (which is  $20 \times 20$ ) 100 (which is  $10 \times 10$ ) 2500 (which is  $50 \times 50$ ). But he doesn't like- 300, 99, 2400. From the numbers John likes, it appears he likes perfect squares. Given the options: 800 - Not a perfect square 1800 - Not a perfect square 900 - A perfect square ( $30 \times 30$ ) 200 - Not a perfect square. So, John would like 900.

**13. NASA received three messages in a strange language from a distant planet. The scientists studied the messages and found that "Necor Buldon Slock" means "Danger Rocket Explosion" and "Edwan Mynor Necor" means "Danger Spaceship Fire" and "Buldon Gimilzor Gondor" means "Bad Gas Explosion." What does "Slock" mean?**

- A. Explosion
- B. Danger
- C. Gas
- D. Rocket

Correct Answer: D. Rocket

Explanation: Process of elimination... Necor Buldon Slock = Danger Rocket Explosion  
Edwan Mynor Necor = Danger Spaceship Fire Necor = Danger Buldon Gimilzor Gondor = Bad Gas Explosion Buldon = Explosion, therefore, Slock = Rocket