

# Passing the Pre-Employment Test

*By Caroline Levchuck*

Pre-employment testing has become increasingly common among employers trying to minimize hiring mistakes. In addition to interviewing candidates, employers are now requiring them to take tests as part of the hiring process.

Pre-employment tests can help determine whether a candidate has the necessary skills or the desirable personality traits for a job. And, as with all tests -- from high school math exams to driving tests -- knowing what to expect is half the battle.

## **Be Prepared**

These days it seems job candidates are more likely than ever to be given a pre-employment test -- and less likely than ever to be prepared.

While there's little you can do to prepare for (or fool) a personality test, you can improve your score on other types of pre-employment tests, especially skills and logic tests.

Perhaps not surprisingly, skills tests are usually given for jobs requiring skills that are easy to measure and test. They are common for typists and editors, for example. To prepare for a skills test, practice doing whatever you'll be doing on the job. Typists should practice typing and editors should practice editing.

Logic tests are given to see how well candidates can think "on their feet." Large consulting companies, which build their businesses on being able to solve their clients' problems, are infamous for their brain teasers. The best way to prepare for these types of tests is to practice. Hit the Internet and check out some samples.

## **Get Real**

Your best weapon when taking a personality assessment test: Honesty.

You may experience some temptation to fudge your responses to make yourself appear more attractive to an employer. Don't. These sophisticated tests are designed to get at the truth, even if the test taker is evasive.

Lying is pretty pointless anyway as you could wind up with a job that's not right for you.

## **Take Your Time**

Unless you're specifically told that the test is timed or you know that you have a certain window in which to complete the test, take some time. Don't rush. Be diligent. Rushing increases your chances of making a careless error.

Also, if the test is administered by a person, don't be afraid to ask for clarification of any question you don't understand.

Finally, if you have extra time after completing the test, doublecheck your work.

## **Stay Positive**

To keep anxiety at bay on the day of the test, arrive early, be well rested and maintain a positive attitude. And remember: These tests are standard issue. If you have to take one, chances are every other candidate does as well.