

## RECRUITMENT AND SELECTION

### **Pre- Employment Testing:**

Employers often use tests and other selection procedures to screen applicants for hire. Some of these tests are closely focused on job-related skills and abilities, but others collect personal information for various purposes.

### **Type of test:**

Employment tests may look at who job candidates are, what they can do, or whether they can safely perform the physical tasks of the job. Ideally, these tests serve as tools for the hiring manager, and a way to avoid bias in hiring.

#### **1. PERSONALITY TEST:**

Ideally, the objective is to determine if a candidate will be a good fit for the job and the company. Personality tests are usually written in such a way as to reveal any attempt at dishonesty. The goal of employment personality testing is to hire people who fit the profile of the ideal employee the organization is seeking.

#### **2. COGNITIVE TEST:**

Cognitive tests are used to measure a candidate's memory, accuracy, and skills in arithmetic and reading comprehension, as well as knowledge of a particular function or job. Cognitive function is roughly what most people mean by “intelligence,” although true intelligence has many other aspects as well.

#### **3. EMOTIONAL TEST:**

Emotional intelligence (EI) is an individual's ability to understand his or her own emotions and the emotions of others. Strong emotional intelligence is important for most jobs and critical for some, since emotionally intelligent people have the ability to work well with colleagues, interact with the public, and handle disappointments and frustrations in a mature and professional way.

#### **4. PHYSICAL ABILITY TEST:**

Physical ability tests measure the physical ability of an applicant to perform a particular task or the strength of specific muscle groups, as well as strength and stamina in general.

#### **5. SAMPLE JOB TEST:**

Sample job task tests including performance tests, simulations, work samples, and realistic job previews, assess a candidate's performance and aptitude on particular tasks. Think of these as something like an audition.