

Candidate Assessment Guide

Provided here is a guide for completing your assessment.

Before the Assessment

Here are some tips on what to do before your assessment:

- Make sure you have a good night's sleep.
- Don't come on an empty stomach, try to have breakfast or lunch before the assessment.
- Prepare in advance how you will get to our offices, where to go, where to park etc. It's best to arrive in time rather than rushed or flustered.
- Make sure you bring reading glasses if you need them.
- If you are ill, consider postponing the assessment.
- If you experience any sudden or unexpected event that may impact your performance, consider postponing the assessment.
- It is advisable to bring a watch in order to keep track of time during the exercises.
- Complete some practice questions. These may not be identical to what you will complete on the day but will give you an idea of what to expect. Links to example questions are provided here for you.
- Leave plenty of time in your diary to complete the assessments (e.g. leave at least a 30min buffer at the end). It's best to be focused on the task at hand, rather than distracted by your next appointment.

You will be provided with everything else you need on the day, so no other preparation is required.

If anything is unclear, or you need further detail, please contact us before the assessment so we can provide information you may need.

Completing the Assessment

All of the information and instructions that you need will be provided before each assessment. You will be given the opportunity to ask questions on each occasion before the assessment begins. If you are unclear at any stage, make sure you ask clarifying questions.

Remember, you cannot pass or fail the assessment. These are used to gain further insight and are only one source of information in the process.

You will be informed which of the assessments below you will be completing either online or face to face with us.

Aptitude Assessments

These are timed measures of problem solving and may include written information, numerical data or patterns. The time allowed and example questions are provided before each assessment so you will be clear on what is required before timing begins.

Tip: Work as quickly and as accurately as you can. If you get stuck, move onto the next item and come back to it if you have time.

Personality / Work Style Assessments

These are untimed questionnaires that allow you to report on your preferences. There are no right or wrong answers for these, so respond as frankly and as honestly as you can.

Tip: The best way to answer these is with the first thing that comes to mind. Don't second guess the answers and respond as openly as possible to give the most accurate view of your preferences.

Simulations / Case Studies

These are exercises that re-create situations that you are likely to encounter in the role. There is no assumed previous knowledge or experience and no preparation required.

Tip: Use only the information provided in your briefing materials and keep an eye on the time to make sure you achieve your objectives.

After the Assessment

For Recruitment / Selection

We will be providing feedback to the client verbally and in the form of a written report. This feedback focuses on what is important for the role.

Once the recruitment process is complete, you get complete feedback on the results. Whether your candidature is successful or not, we encourage you to book some time with our consultant to gain further professional insight that may assist with your career and development planning.

For Development

We will be providing you with complete feedback and assisting you to translate this into your development plan. Access to the assessment and the feedback loop differs from program to program, so discuss this with your consultant.

Links to Practice Sites

The assessment that you complete on the day may vary in difficulty; however check out these sites to gain an idea of the type of questions used.

Click here for [Sample Aptitude Assessments](#)

Click here for [Sample Personality Questions](#)

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The logo for HumanChemistry, featuring the word "Human" in a white sans-serif font and "Chemistry" in a white sans-serif font, both set against a dark blue rectangular background.