A Guide to Teaching

Job Testing
TESTING

OBJECTIVE: Upon successful completion, patrons will understand the purpose of testing that is a requirement of various work related skills.

NECESSARY SUPPLIES:

- Copies of TESTING handout.

TIME REQUIRED:

- 60 minutes

LESSON PROCEDURE:

1. Ask patrons if they have ever had to take a test for a job. Ask them to give examples of what they were required to do during these tests. Try to have a 15-20 minute dialogue about any examples that were provided.

2. Stress the concept of this being a process that could give them an “advantage, or someone showing them the door”. Testing is needed to help narrow the potential pool of applicants. Testing allows an employer to examine from a selected group of applicants who will be a better fit among the organization, or will be able to handle the demands of a particular job.

   Example: a medical exam might be required to work at a manufacturing facility, industrial warehouse, or a temperature related work environment.

Having a pre existing condition such as high blood pressure could be problematic when working in these work areas.

3. Hand out TESTING sheet.

4. Discuss the different types of test: Cognitive, Sample Job Tasks, Literacy, Personality, Honesty and Integrity, Physical ability, Criminal, Language, Credit, Medical, and Drug test.

ASSIGNMENT:

Patrons will review the different types of tests that are given by various employers as a condition of pre-employment and screening. Have patrons discuss how they would prepare for these types of tests.
Employment Tests and Selection Procedures

Employers often use tests and other selection procedures to screen applicants for hire and employees for promotion. There are many different types of tests and selection procedures, including cognitive tests, personality tests, medical examinations, credit checks, and criminal background checks. The use of tests and other selection procedures can be a very effective means of determining which applicants or employees are most qualified for a particular job.

Types of Employment Tests and Selection Procedures

Examples of employment tests and other selection procedures, many of which can be administered online, include the following:

- Cognitive tests assess
  - Reasoning, memory, perceptual speed and accuracy, and skills in arithmetic and reading comprehension, as well as knowledge of a particular function or job
- Physical ability tests measure the physical ability to perform a particular task or the strength of specific muscle groups, as well as strength and stamina in general
- Sample job tasks
  - Performance tests, simulations, work samples, and realistic job previews assess performance and aptitude on particular tasks
- Medical inquiries and physical examinations
  - Psychological tests, assess physical or mental health
- Personality tests and integrity tests assess the degree to which a person has certain traits or dispositions (e.g., dependability, cooperativeness, safety) or aim to predict the likelihood that a person will engage in certain conduct (e.g., theft, absenteeism)
- Criminal background checks
  - Provide information on arrest and conviction history
- Credit checks provide information on credit and financial history
- Performance appraisals reflect a supervisor’s assessment of an individual’s performance
- English proficiency tests determine English fluency or foreign language exam
- Drug Tests
Possible ways to prepare for job tests

- **Personality Test**: There is no right or wrong answers. Answer the questions truthfully.

- **Integrity Test**: There are right and wrong answers. Don’t answer how you would like to. Answer as a law abiding citizen would answer. The test is looking for information on knowing right from wrong, or persons who may want to abuse the system.

- **Dealing with timed tests**: Timed tests can be difficult. The key is to strike a balance between speed and accuracy. Often the time limit is so tight in job exams that most people are not expected to complete the test. Just make sure to answer as many questions as possible.

- **Aptitude, Cognitive, Education Test**: Try to think out of the box. The key to crack these tests is to practice.

- **Sample Job Task**: Research the job that you are applying for. Review all the required job tasks that you may be asked to perform. Educate yourself about the job tasks. If you are able to perform them, become as knowledgeable as you can. If needed provide work samples to the employer.

- **Drug Test**: The answer to this question is simple, stop abusing and using drugs. Most importantly never start abusing drugs. Not passing a drug test/screen will automatically disqualify you from obtaining a position.

- **Physical Ability**: If the job test is immediate, there may not be much that you can do to change your abilities. Knowing that a company will be hiring within 3, 6 or 12 months allows an individual to begin an exercise regiment to improve their chances of passing the requirement that is needed.

- **English proficiency tests determine English fluency or foreign language exam**: If the test is immediate, there may not be much that you can do, accept to study key words and phrases. Knowing that a company will be hiring within 3, 6 or 12 months will allow you to begin studying and practicing the language to improve your chances of meeting or passing the test.

- **Medical inquiries and physical examinations**: schedule to have a complete physical.

- **Criminal background checks**: conduct a background check on yourself.

- **Credit checks**: provide information on credit and financial history: run a credit check on yourself and review the accuracy of any information that is reported.

- **Performance appraisals**: reflect a supervisor’s assessment of an individual’s performance: ask for a copy of your employee file if possible, keep records of all evaluations that were conducted.