Assessmentday login

STEP 1
1. **Current Students**
   - Log onto UCL Desktop
2. **Recent leavers**
   - Guest logon to desktop
   - Ask facilitator

STEP 2
3. **If you HAVEN’T** registered previously with Assessmentday, register with your UCL email address at [www.assessmentday.co.uk/ucl](http://www.assessmentday.co.uk/ucl) and instructions will be sent to your UCL email account
4. **If you HAVE** already registered for Assessmentday
   - login at [www.assessmentday.co.uk/ucl](http://www.assessmentday.co.uk/ucl)
5. **If you cannot** access your UCL email account, tell the facilitator

STEP 3
1. **STOP – DO NOT** start completing the tests
UCL CAREERS ESSENTIALS
MOCK APTITUDE AND OTHER PSYCHOMETRIC TESTS

DAVE CARTER

UCL Careers Consultant
## Careers Essentials 2017/18

### Talks, workshops and eLearning

Search ‘UCL Careers Essentials’

<table>
<thead>
<tr>
<th>10-title lunchtime talks including:</th>
<th>5-title workshops including:</th>
<th>6-module ‘eLearning’ course</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Improve your CV</td>
<td>- Mock aptitude, etray and psychometric tests</td>
<td>- An introduction to the grad job market</td>
</tr>
<tr>
<td>- Find and fund a PhD</td>
<td>- Using Linkedin in your job search</td>
<td>- Your future and how to work towards it</td>
</tr>
<tr>
<td>- Interview success</td>
<td>- Personality profiling</td>
<td>- Sourcing jobs and work experience</td>
</tr>
</tbody>
</table>

CAREER ESSENTIALS online
Presentation slides available now

Search ‘UCL Careers Essentials’ > Talks and workshop slides, resources and recordings
What we’ll look at today……

Part 1

1. What are psychometric tests?
2. Why do recruiters use them?
3. Practice: numerical and verbal reasoning test
4. Break
5. Insight into situational judgement, etray and personality tests
6. Practice test resources
7. Optional practice: etray/ situational judgement test
How much do you know?

- What’s your experience of completing psychometric tests as part of an employer selection process?
- What ‘types’ of employers typically utilise psychometric tests?
- What are the different types of psychometric tests commonly used within graduate recruitment?
- What’s the average number of applications received per graduate scheme vacancy place for 2017?
  - A: 75
  - B: 167
  - C: 29
- What % of a sample of the biggest 200 UK graduate recruiters use psychometric testing as part of their recruitment process?
  - A: 25%
  - B: 52%
  - C: 82%
### The graduate job market

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Graduate ‘Schemes’</th>
<th>Graduate ‘jobs’</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Structure</strong></td>
<td>3 months to 3 years</td>
<td>Ad hoc</td>
</tr>
<tr>
<td></td>
<td>Majority offer rotations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional qualifications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fast-track to future leadership</td>
<td></td>
</tr>
<tr>
<td><strong>Industry coverage</strong></td>
<td>Largely commercial focus</td>
<td>All sectors</td>
</tr>
<tr>
<td><strong>Graduate intake</strong></td>
<td>Between 5 – 1,700+</td>
<td>1+</td>
</tr>
<tr>
<td><strong>Recruitment timelines</strong></td>
<td>Typically 1 to 3 intakes per year</td>
<td>Flexible (as required)</td>
</tr>
<tr>
<td></td>
<td>Limited number recruit all year round</td>
<td></td>
</tr>
<tr>
<td><strong>Internship/ work experience opportunities</strong></td>
<td>Majority offer internships. High % conversion to graduate job offer.</td>
<td>Sometimes. Often sourced through being pro-active: referrals/ speculative approach</td>
</tr>
<tr>
<td><strong>% of overall graduate vacancies available</strong></td>
<td>Minority &lt; 20% of circa 200K annual jobs for grad leavers</td>
<td>Majority</td>
</tr>
<tr>
<td><strong>Competition</strong></td>
<td>Highly competitive</td>
<td>Opportunity dependent</td>
</tr>
</tbody>
</table>
Sample UK Graduate scheme vacancy numbers 2017/18

**TeachFirst** 1,750

**pwc** 1,200

**J.P.Morgan** 400+

**ATKINS** 250

**Deloitte.** 900

**BT** 250+

**Linklaters** 110

**Civil Service Fast Stream** 1,000

**Shell** 70+

*Source: GET Directory/ Times Top 100 – 2017/18*
Typical Graduate ‘Scheme’/ ‘job’ recruitment Cycle

2017

Grad SCHEMES start dates

Grad SCHEMES applications window

Grad SCHEMES recruitment, selection and offers

2018

Grad JOBS - Year round recruitment
But what if I’m not interested in COMMERCIAL graduate schemes?

Sectors

International Development
Media and broadcasting
Publishing and journalism
Creative Arts and Design
Cultural heritage
Government and Policy
Environment
Performing Arts

Roles

Policy
Editing
Marketing
Campaigning
Research
Project management
Sales
Producing
Planning
How much do you know?

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  - B: 52%
  - C: 82%
## Competitive marketplace

### Graduate SCHEME applications per vacancy

<table>
<thead>
<tr>
<th>Sector</th>
<th>% of hires</th>
<th>Starting salary</th>
<th>Applications per vacancy</th>
<th>Average % of ex-interns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>100%</td>
<td>£28,000</td>
<td>75</td>
<td>34%</td>
</tr>
<tr>
<td>Accountancy or professional services</td>
<td>22%</td>
<td>£26,433</td>
<td>20</td>
<td>19%</td>
</tr>
<tr>
<td>Banking or financial services</td>
<td>8%</td>
<td>£35,000</td>
<td>90</td>
<td>40%</td>
</tr>
<tr>
<td>Construction/Built Environment</td>
<td>2%</td>
<td>£27,000</td>
<td>36</td>
<td>27%</td>
</tr>
<tr>
<td>Consulting or business services</td>
<td>4%</td>
<td>£28,000</td>
<td>45</td>
<td>-</td>
</tr>
<tr>
<td>Energy, water or utilities</td>
<td>2%</td>
<td>£28,000</td>
<td>97</td>
<td>20%</td>
</tr>
<tr>
<td>Engineering or industrial</td>
<td>12%</td>
<td>£27,250</td>
<td>78</td>
<td>23%</td>
</tr>
<tr>
<td>FMCG</td>
<td>2%</td>
<td>£26,750</td>
<td>167</td>
<td>45%</td>
</tr>
<tr>
<td>Investment bank or fund managers</td>
<td>1%</td>
<td>£37,000</td>
<td>133</td>
<td>55%</td>
</tr>
<tr>
<td>IT &amp; Telecommunications</td>
<td>10%</td>
<td>£30,000</td>
<td>84</td>
<td>23%</td>
</tr>
<tr>
<td>Law</td>
<td>5%</td>
<td>£39,000</td>
<td>49</td>
<td>64%</td>
</tr>
<tr>
<td>Public sector</td>
<td>20%</td>
<td>£27,000</td>
<td>31</td>
<td>-</td>
</tr>
<tr>
<td>Retail</td>
<td>9%</td>
<td>£25,250</td>
<td>93</td>
<td>31%</td>
</tr>
<tr>
<td>Transport or logistics</td>
<td>1%</td>
<td>£26,750</td>
<td>88</td>
<td>15%</td>
</tr>
</tbody>
</table>

### Graduate JOBS applications per vacancy

#### Graduate Marketing and Admin Assistant
- £16,000 per annum
- London
- 4 days ago
- 60 applications

Company Profile: Our client is a boutique specialist recruitment agency who work with companies across the medical, technology and pharmaceutical industries. They offer high-end solutions to growing companies and have enjoyed great success in the past few years. The Role: This is an amazing opportunity...

#### Similar jobs

#### Graduate Campaign Manager - Marketing Agency
- £21,000 per annum, inc benefits
- London
- 14 May
- 17 applications

Graduate Campaign Manager - Marketing Agency London £21k per annum + excellent progression + benefits An exciting and rapidly expanding marketing analytics consultancy is looking to recruit two top calibre graduates for the career opportunity of a lifetime. This is the chance to join a business which has...

Similar jobs
Graduate scheme selection activities

Conclusions:
1. Psychometric tests common and effective selection filter
2. Average lead time between application and offer 10 weeks
3. Invest in becoming an expert ‘potential candidate’
## Selection activities competency grid

<table>
<thead>
<tr>
<th>Selection</th>
<th>Psychometric</th>
<th>Group exercise</th>
<th>Presentation</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Organisational</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persuasion</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Numerical/Analytical</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work under pressure</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Critical reasoning/Communication</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Motivation</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Decision-making</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Typical Graduate scheme recruitment Process
Graduate Scheme recruitment (not current)

1. Online application form
2. Online aptitude test
3. e-Tray exercise
4. Assessment centre
5. Job offer
Typical Graduate scheme recruitment Process
Graduate scheme recruitment (not current)

Online application form (11,598) 100%

Online aptitude test (9,491) 81%

e-Tray exercise (2,706) 23%

Assessment centre (567) 5%

Job offer (188) 62 apps per place
Common Psychometric tests

**Definition:** Structured exercises used to measure various aspects of aptitude, competence, skill, sensitivity, memory, intelligence and personality

**Why are they used:**
- Effective sifting tool, measure potential/aptitude rather than knowledge

**Types:**
- Situational Judgement tests (SJT’s)
- Personality tests
- Aptitude (or ability) tests
  - Verbal reasoning
  - Numerical reasoning
  - Diagrammatic/spatial reasoning
  - Critical thinking
  - Inductive reasoning
  - ....................
Aptitude tests

- assess abilities in specific areas eg numeracy, verbal reasoning, diagrammatic/ spatial reasoning, critical thinking
- testing stages and process vary....
  - online/ test-centre
  - initial/ latter stages/ multiple tests
  - short notice periods
- typically multiple-choice format
  - right/ wrong answers
  - timed conditions
  - quiz: more Q’s than average candidate can answer
- measure aptitude NOT knowledge
- Scores benchmarked against a ‘norm’ group
Stem cells are cells that can self-renew and differentiate into specialised cell types. Because of their potential to replace diseased or defective human tissue, stem cells are seen by scientists as key to developing new therapies for a wide range of conditions, including degenerative illnesses and genetic diseases. Treatments based on adult stem cells – from sources such as umbilical cord blood – have been successfully developed, but what makes stem cell research controversial is the use of embryonic stem cells. Not only do embryonic stem cells reproduce more quickly than adult stem cells, they also have wider differentiation potential. The main opponents to stem cell research are pro-life supporters, who believe that human life should not be destroyed for science. Advocates of stem cell research counter this crucial point by saying that an embryo cannot be viewed as a human life, and that medical advances justify the destruction of embryos. Furthermore, stem cell research utilises the thousands of surplus embryos created for in vitro fertilisation treatment. The issue is particularly divisive in the United States, where federal funding is not available for the creation of new embryonic stem cell lines, although recent legislation has opened up government funding to further research on embryonic stem cells created through private funding. Whereas many governments prohibit the production of embryonic stem cells, it is allowed in countries including the UK, Sweden and the Netherlands.

Q - Stem cells are at the forefront of medical research because of their ability to grow indefinitely.
  - True
  - False
  - Cannot say
Online and off-line Practice tests

- www.assessmentday.co.uk/psychometric-test.htm
- www.psychometrictest.org.uk
- http://practicetests.cubiks.com/
- Individual employer recruitment website pages
- http://www.psychometricinstitute.co.uk/Free-Personality-Test.asp

practice test guides available to loan from careers service (deposit required)
Assessment day login

- If you have already registered for Assessment day login at www.assessmentday.co.uk/ucl

- If you haven’t, register with your UCL email address at www.assessmentday.co.uk/ucl and instructions will be sent to your UCL email account

- Calculators CAN be used

- Your detailed feedback report will be generated as soon as you have completed the test
Assessment day tests and break
Back in your seats at 4.30pm

Verbal reasoning test 1:
21 questions (17 minutes)

Numerical reasoning test 1:
20 questions (24 minutes)
Feedback?

Natural aptitude

Practice factor

No. No. No. No. No. Yes (Aptitudes, No) No. No. Yes (interview, Yes, assessment centre, No) Yes (interview, No), Yes (interview, Yes, assessment centre, No), Yes (interview, Yes, assessment centre, No) Yes (interview, Yes, assessment centre, Yes – JOB OFFER
Situational Judgement tests (SJT’s)

- increasing popularity: PwC, NHS, John Lewis
- used for self-assessment or as filtering mechanism
- candidates presented with a range of role-relevant situations
  - for each situation, usually 4 or 5 potential actions
- generally online, multiple-choice and time limits (organisation dependent)
- no special training, knowledge, or experience required
Sample Situational Judgement test

You are working as a Graduate Trainee for Sutton & Sykes, a manufacturer of domestic electrical goods for the UK and European market. You are on a rotational placement programme spending 6 months in each of 4 different departments of the company in order to ‘learn the ropes’ before being assessed for a permanent management position. You have completed your placements in Manufacturing and in Facilities Services. You are half-way through your 6 months in the Human Resources (HR) department.

Your final placement will be with the Finance department and is due to commence upon completion of your 6 months in HR.

In relation to the following situations, what do you consider to be the most and least applicable response.
You have had an email from a senior manager in the Finance department, Sally Arkwright, who will be your placement supervisor when you join the team in 3 months’ time. She is keen that you are aware that you will be joining the department at their busiest time. You are due to start in Finance in January which is the peak financial planning season. The staff will be working flat out to produce the annual business plans and budget allocations for each department in Sutton & Sykes and to align this with the projections of profit & loss for the business. Your supervisor feels that it is very important you are aware of this so you can ‘hit the ground running’ when you join the team. You have never worked in a finance role before.

Search the internet for information on business planning, budgeting and profit & loss calculation.

Email Sally and ask if it would be possible to have a one-to-one meeting with her before you begin your placement to find out as much as possible about the projects on which you might be working.

Thank Sally and say that you will contact her in December, a few weeks before your placement, and ask for specific details of your projects.

Email Sally thanking her for her early warning. Ask her whether she can provide any information on the projects on which you might be working in January.
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<table>
<thead>
<tr>
<th>MOST</th>
<th>LEAST</th>
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Search the internet for information on business planning, budgeting and profit & loss calculation.

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Email Sally thanking her for her early warning. Ask her whether she can provide any information on the projects on which you might be working in January.
Situational Judgement tests (SJT’s)

Tactics:
- answers draw on life experience and common sense
- practice similar questions
- familiarise yourself with the recruiter’s competency profile

- Communication
- Teamwork
- Negotiation and persuasion
- Problem solving
- Organisation
- Commercial awareness (or business acumen)
- Ability to work under pressure
- Ability to be pro-active and use your initiative
Personality tests

- identify characteristics appropriate to specific job role
- explore way react to/ deal with different situations
  - how you relate to others/ work style/ ability to work autonomously/ motivation and determination
- Not usually a ‘RIGHT’ answer’
  - used as a filtering mechanism or to ‘inform’ later stages of recruitment process
### Example Personality Test Questions

<table>
<thead>
<tr>
<th>Which of the two options describes you best</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>In a heated discussion do you:</td>
<td>look for common ground</td>
<td>stick to your guns</td>
</tr>
<tr>
<td>Are you inclined to be:</td>
<td>somewhat reserved</td>
<td>easy to approach</td>
</tr>
<tr>
<td>Do you tend to choose</td>
<td>rather carefully</td>
<td>somewhat impulsively</td>
</tr>
</tbody>
</table>

| Which of the following are you MOST and LEAST like?              | competitive, considerate, outgoing, harmonious, trusting, contented, positive, peaceful |
Personality tests

- identify characteristics appropriate to specific job role
- explore way react to/deal with different situations
  - how you relate to others/work style/ability to work autonomously/motivation and determination
- Not usually a ‘RIGHT’ answer’
  - used as a filtering mechanism or to ‘inform’ later stages of recruitment process

Tactics
- don’t second guess as consistency checks built in
- often untimed exercises – better to use first reaction (be yourself)
- familiarise yourself with the recruiter’s competency profile
Online Etray scenarios

- simulate a work place and position relevant scenario
  - candidates are provided with background data relevant to the exercise such as emails, company information and abstracts which will be required at some stage in the exercise.
- candidates may be required to:
  - respond to emails, faxes, phone calls and solve problems as if they were employees in that organisation – often multiple choice
  - respond to tasks of varying difficulty and priority, and must decide which to tackle, postpone and which to delegate to another member of staff.
  - write press releases, conduct critical/strategic reviews, provide specialist advice or simple correspondence between employees or stake holders.
E-Tray Exercise

Instructions for using the Interface.

Your task is to respond to as many of the emails as you can within the time limit of 45 minutes. You must read the background information which gives you useful information about the role you are being asked to assume and the company you are working for. When responding to the emails try to imagine yourself in a work environment. You will NOT receive replies to any of your emails or actions during the exercise, so reply to the best of your ability with the information you are given.

1. Here is an overview of the main inbox page.

   - **Inbox**: Main page where all your emails are located.
   - **Documents**: Useful supporting documents are stored here.
   - **Organogram**: Shows who is who within the organisation.
   - **Instructions**: Click here any time to see the instructions.
   - **Exercise Background**: Useful background information.
   - **Finish Exercise**: When the time is up tick the box and click Finish Exercise.
Etray exercises - tactics

- follow instructions:
  - useful to ‘scan’ read all documentation at the outset
  - answer in your head first before reading all possible answers
  - prevents selecting answer that LOOKS correct rather than IS correct.
  - avoids being side-tracked by red-herring answers
- for written components, make a short plan
- research the role and organisation ahead of time
  - competency profile, specific job responsibilities, case studies of people doing similar jobs
**Summary**

- Research sectors/organisations of interest and understand likelihood of psychometric tests being part of a typical selection process
- ‘Be yourself’ but to a degree ‘play the game’
  - Use the organisation’s competency profile to second-guess your instincts
- Exposure and practice are vital
  - Try and reach your ‘natural aptitude’
Online and off-line Practice tests

- www.assessmentday.co.uk/psychometric-test.htm
- www.psychometrictest.org.uk
- http://practicetests.cubiks.com/
- Individual employer recruitment website pages
- http://www.psychometricinstitute.co.uk/Free-Personality-Test.asp
- practice test guides available to loan from careers service (deposit required)
Questions?
1to1 coaching

Current students:
- CV/ Application coaching - 15 minutes (Mon – Fri) lunch/ early evening
- Short guidance – 20 minutes (Mon – Fri)
- Long guidance – 60 minutes on referral from short guidance
- Interview coaching – 60 minutes (on condition ‘real’ employer interview)

Recent leavers:
- Graduates appointment – 30 minutes (Mon – Thu) inc. lunchtime/ early evening/ phone/ skype (recommended use especially if 1st Graduates coaching session)
- CV/ Application coaching – 15 minutes – same service as for current students
- Interview coaching – 60 minutes (on condition of ‘real’ employer interview)

Booking
- Online: up to 7 days in advance: My Careers Service
  - http://www.ucl.ac.uk/careers/students/mycareersservice
- By phone: (call 020 3549 5900 after 9.30am)/ in person
Optional practice test

E-Tray Exercise
Time limit of 45 minutes.

Situational Judgement Test
Start Situational Judgement Test 1
No strict time limit. This situational judgement test presents a series of work-related scenarios and you will be assessed against key competencies.

Analysing Arguments Section
28 questions, 30 minutes. This is the 'analysing arguments' section of a critical thinking appraisal, for preparing for the Watson Glaser published by Pearson TalentLens.

Assumptions Section
12 questions, 30 minutes. This is the 'assumptions' section of a critical thinking appraisal, for preparing for the Watson Glaser published by Pearson TalentLens.

Inferences Section
15 questions, 30 minutes. This is the 'making inferences' section of a critical thinking appraisal, for preparing for the Watson Glaser published by Pearson TalentLens.