10 TIPS FOR COMPLETING EMPLOYEE SCREENING ASSESSMENTS

1. **Be prepared.** Ask if assessments / tests will be used as part of the screening process. Some assessments are informal (e.g., "in box" prioritizing activities); others are standardized (e.g., integrity measures, aptitude assessments, tests of specific competencies).

2. **Know the purpose.** Understand what is being assessed and why (e.g., relevant competencies, integrity, personal style).

3. **Consider assessment as one stage of the interview process.** Take it seriously, providing thoughtful and relevant responses to the screening questions.

4. **Practice.** If samples are available, use them to get familiar with the type of assessments you'll encounter. If knowledge will be assessed, review key content areas to ensure your answers reflect current industry standards and practices.

5. **Read instructions carefully** (e.g., distinguish between "Choose the most appropriate response," "Choose the most typical response," and "Choose all that apply").

6. **Don't get caught up in exceptions.** Think in terms of "normal" circumstances. If an assessment has been standardized, your answers will be compared to others who have previously completed the same assessment (i.e., a norm group).

7. **If in doubt, ask.** Are incorrect answers deducted from total? Can you use a calculator or scrap paper? Is the test timed?

8. **Be honest . . .** but consider the audience (i.e., respond as you would in a job interview). Be aware that many standardized assessment tools have built-in validity indicators or "lie detectors" to identify candidates who are "faking good" or trying too hard to create a positive impression.

9. **Breathe.** Assessments are stressful, so relax as much as possible. To prepare, eat and sleep well so that you'll think clearly.

10. **Ask for feedback.** This can help you prepare for future opportunities (e.g., when you are informed of the assessment interview outcome).

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