Selby & Mills

ASSESSOR & ADAPTIVE ABILITY TESTS

Product Guide

A short introduction to our two key questionnaires

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Introduction

This guide is a short introduction to the two key questionnaires that we supply.

Details are provided of the dimensions reported for each questionnaire, the reports and norms available, and the length and typical completion time. The questionnaires require appropriate training before they can be used, and the training options are described. The guide also gives an overview of how our Internet system operates and the simple charging mechanism we adopt — you only pay for what you order.

All questionnaires are completed on the web and the reports ordered are immediately emailed to you. We are available at any time to discuss your requirements and which questionnaire would be appropriate for a particular situation.

Adaptive Ability Tests

The Adaptive Ability Tests complement personal interviews by giving employers a clear indication of language, numeric and administrative ability — invaluable when assessing the suitability of candidates for particular roles.

Adaptive ability tests automatically tailor themselves to the ability of the candidate: the system intelligently reviews each response and selects subsequent questions from its databank accordingly. This ensures the participant is not asked questions that are too difficult or too easy, maintains motivation, and gives accurate results while minimising the number of questions presented.

Number of questions	Circa 45 per ability
Typical completion time	15 minutes per ability
Qualification requirement	Silver or Level 1/A

Dimensions

Language Ability

Essential for roles requiring effective communication — management, marketing, sales and training. At the high-scoring level the questions involve verbal critical reasoning.

Numeric Ability

The ability to assess speed, accuracy and general ability with figures — invaluable when reviewing suitability for technical, managerial and supervisory positions. At the high-scoring level the questions involve numerical critical reasoning.

Administrative Ability

Administrative and detailed checking skills, divided into three sub-sections. This test assesses a capability which appears to be independent of age, education or cultural/racial background.

Usage

The questionnaires are administered via the Internet, singly or in a battery, each taking approximately 15 minutes. Reports score performance on a scale of 1 to 10 and indicate how this compares with a relevant reference group.

Assessor

The Assessor questionnaire produces detailed, jargon-free guidance, competency and personality reports from a single product. It is valid for all levels of seniority, and both the questionnaire and reports are available in English and French.

Number of questions	190
Typical completion time	20 minutes
Feedback (Careers Advice)	No qualification required
Competencies	Bronze or Level 1/A
Assessment (Psychometric)	Gold or Level 2/B

Psychometric dimensions

Assessor measures personality across three primary sets of dimensions — **Type** (based on Jung's Theory of Types, indicating preferred work, management and decision-making style), **Relationships** (the quality and nature of day-to-day work interactions), and **Values** (fourteen values, such as Work Ethic, Responsibility and Innovation, that influence behaviour at work).

From these, two secondary groups are derived: the **Big 5** (the OCEAN model — Openness, Conscientiousness, Extroversion, Agreeableness, Nervousness) and **Mental State (Emotional Intelligence)**, ten factors that summarise how a person approaches work.

Competencies

Assessor evaluates the person against 130 competencies derived from our work with clients over the last four decades. Any job role can be profiled by selecting a set of competencies from the directory of 130, so an employer can profile a candidate against several possible roles simultaneously. Please refer to our Directory of Competencies, downloadable from our website, for the full listing with definitions.

Our occupationally-orientated 'World of Work' framework organises the competencies into eight groupings:

Applied / Practical

Adaptable
Administration
Hard Working
Loyalty
Organisational Acceptance
Perfectionism
Practicality
Pragmatism
Realism
Security
Stress Tolerance
Structure
Vigilance

Original

Change Maker
Curious
Exploration
Flexibility
Innovation
Open Minded
Originality
Quick To Learn
Tolerance Of Ambiguity

Social / Communications

Approachability
Assertive
Business Orientation
Communication Style
Communications
Detachment
Diplomacy
Empathetic
Good Humour
Influential
Interpersonal Skills
Personal Relations
Sensitive

Managing / Leading

Attitude To Authority
Charisma
Coach
Delegation
Discipline
Impressive
Initiative
Leadership
Management Style
People Development
Persuasive
Team Development
Teamwork

Analytic

Clarity
Complexity
Corporate Awareness
Cost Control
Deductive Reasoning
Detail Conscious
Impartial
Logic And Analysis
Planning & Organising
Priority Management
Risk Assessment
Self-Directed
Strategic Awareness

Decisive

Consulting Orientation
Decisive
Firm But Fair
Incisive
Independent
Integrity
Judgement
Negotiation
Problem Solving
Reliability
Responsiveness

Commercial

Business Development
Business Judgment
Commercial Awareness
Commercialism
Commercially Astute
Customer Relations
External Relations
Risk Taking

Drive / Ambition

Ambition
Commitment
Confidence
Copes With Pressure
Determined
Drive
Energy
Goal Orientation
Motivation
Persistent
Self-Discipline
Work Ethic

Reports

Feedback (Careers Advice) reports give the test-taker detailed feedback on preferred career direction. **Assessment (Psychometric)** reports give the counsellor or qualified user a score chart plus descriptive text for each module. Both are modular, so only the sections required need be requested.

Competency reports

REPORT	DESCRIPTION
Full (Alphabetical)	Scores for all 130 competencies in alphabetical sequence.
Full (World of Work)	Scores for all 130 competencies in the World of Work grouping.
High / Low	The 10 highest- and 10 lowest-scoring competencies from the directory.

Selective & Client	A chosen set of competencies, or a report built from the client's own competency definitions.
Safety	The candidate's propensity to maintain appropriate procedures under pressure.

The Selective, Client and Job Role reports also include four randomly-selected interview questions for each competency.

Job Role Reports

To help clients without clearly-defined competency sets, we provide standard sets for a range of frequently-required job roles. Candidates can be assessed against any of these standard sets, including:

Senior Manager	Directs a part of the business; has executive authority.
Manager	Organises, supervises and develops the work of groups of staff.
Supervisor	Responsible for the work of others to achieve effective results.
Entrepreneur / Start-up	Initiates a business activity for which they have responsibility.
Administrator / Clerical	Maintains records, information and monitoring of activities.
Book-keeper	Maintains financial records and prepares management accounts.
Customer Account Manager	Builds and manages relations with clients and customers.
Human Resources Officer	Provides an internal HR service — recruit, select, appraise.
Sales / Retail / Telesales	Sells goods, products or services to clients and customers.
... and many more	Care Worker, Compliance Officer, Driver, Graphics Designer, Marketing Officer, Personal Assistant, Purchasing Officer, Receptionist, Recruitment Consultant, Security Officer, Software Developer, Teacher/Trainer, Tradesperson, Warehouse Person.

Norms

Norms are available in four groups — Position/Status, Activity, Industry and Country — for example General Population, Managers, Graduates; Human Resources, I.T., Sales & Marketing; Banking & Finance, Pharmaceutical, Public Sector. We hold a large database of completions and can extract additional norms; if you need a particular reference group, let us know and we will create one where enough data exists — at no charge.

Training

Our materials are restricted to appropriately trained users. We provide three levels of training, delivered largely by distance learning, plus a three-day classroom course covering all three.

LEVEL	FOR	FORM

Bronze	Using our internet-delivered competency reports in a selection or counselling context.	Distance learning.
Silver	Administering and interpreting our Ability materials.	Distance learning + post-course work.
Gold	Using all of our materials, including full psychometric reports.	Pre-course work, 2 days class + post-course work.

Qualification required

QUESTIONNAIRE	REPORTS	QUALIFICATION
Ability tests	Assessment	Silver or Level 1/A
Assessor	Careers Advice	None
Assessor	Competencies	Bronze or Level 1/A
Assessor	Psychometric	Gold or Level 2/B

We recognise B.P.S. and A.P.A. qualifications and equivalents from appropriate organisations worldwide. All users affirm that they will abide by our code of ethics in their use of our psychometric materials.

Internet system

Our Internet system enables you to assess candidates wherever they are in the world, so long as they have an internet connection. It can be controlled by a single administrator who orders reports as soon as a questionnaire is completed and directs each report to the appropriate recipient. The system is available 24/7 and has had no downtime since it was first initiated.



Candidate completes questionnaire

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Selby & Mills Internet Server

→



Reports received by administrator

Operational benefits

- Completion from any location
- Notification of completions by email
- Reports ordered immediately
- Reports emailed direct to the recipient

Corporate benefits

- Flexible reporting options
- Questionnaire & reports can be branded
- Charges based on reports ordered

Full details of how our Internet service works are provided in our “Using Our Internet Assessment Service” document.

Charges

The only charges involved are for reports ordered — there are no registration, licence or completion charges. The cost of the different reports varies and is shown on our price list, which can be downloaded from our website.