

Personality Test Guide

Free Version



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PERSONALITY TESTS – WHAT ARE THEY ALL ABOUT?

Personality tests are designed to measure a candidate's internal characteristics, such as feelings, attitudes, motives, and so on. This may sound at first like a sophisticated test you cannot prepare for and whose results you are unable to affect, but, the truth is that you can. The essence of these tests is that they supply the respondent with direct questions for which the respondent must provide an answer. Personality tests use the ability possessed by all human beings to offer information about their life events and experiences as well as their otherwise unobserved thoughts and feelings. Because of the personality test's "question-and-answer" format, this type of assessment is known as a "self-report."

THE VEIL OF SECRECY AROUND PERSONALITY TESTS

The personality is the most mystifying element of the selection process. When you come to take a pre-employment personality test, you are meeting with the unknown. You are placed in front of a computer screen and then flooded with a myriad of questions that seem to have nothing to do with the job you applied for.

It makes you wonder how these unrelated questions allow assessors to draw conclusions about whether you fit the job or not. Because people do not know what these tests actually measure, it is natural that some applicants believe they are inaccurate and others feel that these tests provide some sort of magic that can "see them through."

Both attitudes toward personality tests are often a reason for failure. If you approach the test with resistance, cynicism, anger, or fear, you minimize your chances of success.

In fact, the personality test is a much more applicant friendly tool than many others, such as the job interview and group dynamics. It is well-known that the job interview, for example, may be interviewer-biased, while personality tests are fully computerized and your results are 100% in your own hands.

IF YOU READ THIS GUIDE CAREFULLY, AND MORE OVER – THE COMPLETE GUIDE ON PERSONALITY TEST
[PERSONALITY PREPPACK™](#) – YOU WILL GAIN ALL THE INFORMATION YOU NEED TO SUCCEED ON A PERSONALITY
TEST.

STRESS AND THE PERSONALITY TEST

Any type of assessment is a stressful experience. Given the scarcity of knowledge about personality tests, as well as the ambiguous reputation they have, these assessments are even more stressful than other tests. Moreover, while other tests measure things you have achieved or accomplished--or at least confidently know about yourself--personality isn't something you have built or chosen for yourself. In fact, you are not even necessarily fully aware of its every aspect. Thus, this experience of others looking into your mind and attempting to reach its deepest corners is definitely not a pleasant one, to put it mildly.

Such stress leaves its mark on anybody's performance, and every effort should be made to minimize its impact.



Feelings of stress associated with test-taking can influence your behavior in four ways:

1. Carelessness
2. Over-Investment
3. Indecisiveness
4. Irritation Behavior

Our complete guide contains explanations about each of the mention above and useful tips on how to deal with them. The aim of this guide is to supply you with the means you need to be ready and calm before the test.

HOW TO READ THE INSTRUCTIONS OF A PERSONALITY TEST

Every personality test begins with a passage containing legal information and test instructions. Some of these instructions are actually misleading, and it is a bad idea to follow them precisely. The most common of them are:

- Just be yourself.
- There are no right or wrong answers.
- Give the first answer that comes to your mind.
- Nobody is flawless; everyone has made mistakes.

Misleading Instruction #1: Just be yourself.

The purpose of this instruction, according to the assessors, is to receive the most authentic answers from candidates.

Let's analyze: what does it really mean to "be yourself"? Our day-to-day behavior is strongly influenced by the situations we're in. The nature of those situations influences our stress level, which in turn has an impact on our behavior. For example, you can act aggressively in one stressful situation but courteously in another. Which side of your personality do you want to show on the test?

The experience JobTestPrep has gained from preparing tens of thousands of job applicants since 1992 tells us that the facts are different:

A person who tends to be aggressive can act politely if he or she is made aware of the behavior and understands the benefits of behaving more courteously. A person who is typically shy can be more assertive if made aware of the fact that shyness may impede his or her chances of moving up the corporate ladder.

In summary, you shouldn't expose yourself completely to the assessors. Instead, you should make them

Misleading Instruction #2: There are no right or wrong answers.

One thing test administrators always say about personality tests is that there are no right or wrong answers. This is obviously not true. Personality tests are used for screening purposes to select the best candidate for a particular job. Recruiters will, therefore, recommend candidates that best fit the required criteria and job description and disqualify candidates that don't match the criteria. This means that there are right and wrong answers as related to specific job criteria.

Misleading Instruction #3: Give the first answer that comes to your mind.

The aim of this sentence is to encourage you not to think about your responses and to be as spontaneous as possible. But, in fact, a spontaneous, natural response is not necessarily the best one, neither in life nor on a selection test.

For example, if your boss has treated you rudely at work, telling him or her off would likely be a foolish mistake that might cost you your job.

Most people realize that it is usually best to swallow the insult, cool down, and approach the situation in a more rational manner later on. On the personality test, as in situations in real life, you should be cautious and calculated; you must think before answering and take into account the results of your actions.

Misleading Instruction #4: Nobody is flawless; everyone has made mistakes. It's all about being able to admit them.

Many personality tests use this sentence in an effort to make you think that they are looking at your honesty, when, in fact, they are actually trying to "open you up" and have you recount your weaknesses. The personality test is not the forum to mention hidden fears, doubts, or occasional mood swings; it isn't your friend nor your therapist. On the day of the test, you should emphasize your strengths, not your weaknesses.

Popular Personality Test Formats

Many types of personality tests are used for selection purposes, but it would be fair to say that the world of job selection assessments is dominated by the following personality test formats:

1. True-false questions (Yes/No)
2. True-false questions with a neutrality option (Agree, Disagree, or Neither)
3. Rating scale questions (1 to 4, 1 to 5, 1 to 6, and 1 to 7)
4. Forced choice and combined formats

Our full-length personality test is composed of questions from all of the formats mentioned above.

In the following section, you will learn about each of the formats that you may encounter during your assessment.

True-False Questions

The true-false format consists of a given sentence followed by two opposing options. The options can be either a simple choice of true/false or alternative ways to complete the sentence. This format contains no middle option, and therefore you must choose between the opposing options. The lack of middle answer also means that the test does not measure neutrality—the tendency to choose the middle option (see below for further information).

True/False example:

I enjoy having lots of people around me.

True

False

Completing sentence example:

After being by myself for a while, I:

A. really feel the need to be around other people.

B. can continue to be by myself.

The most popular personality tests composed in this format are the Hogan's HPI and the HDS. They both consist of true/false questions.

True-False Questions with Neutrality Option

In this format, the displayed sentence is followed by two opposing options. The options could be either a simple choice of true/false or alternative ways to complete the sentence. Unlike the ordinary true/false format, this format includes a third answer option of neutrality between the two opposing options. Because there is a middle option, be aware that your tendency toward neutrality is being measured. The middle option indicates indecisiveness, and therefore it is better to choose it as infrequently as possible.

True/False example:

When I daydream I find myself drifting off.

- A. *True* B. *Neither* C. *False*

Completing sentence example:

When building something, I prefer

- A. *working in a team.* B. *Neither* C. *working by myself.*

The most popular personality test composed in this format is the 16PF, which is one of the oldest, most respected, and well-documented commercial personality tests on the market. It's owned and distributed by OPP, a leading British test publisher.

Rating Scale Questions

The rating scale questions format, probably the most common format in the market, asks you to rate your agreeableness with the items on a 5 or 7-item scale. If the item is written straightforwardly, a high rating gives you a high score on the measured trait. However, if the item is reversed, a high rating gives you a low score on the measured trait. When answering questions in this format, you should be aware that both neutrality and extreme choices are being measured (see below for further information).

Examples:

I often feel tense.

1 2 3 4 5

It's easy for me to just kick back and relax. (reversed)

1 2 3 4 5

These two items measure the same trait: anxiety. The first is written in a straightforward manner, so choosing a high value response will give you a high score on the anxiety trait. The second item, however, is reversed: choosing a high value response will give you a low score on that same trait.

The most common personality test composed in this format is the NEO-PI. The NEO-PI is based primarily on the "Big 5" theory of personality, which is the most widely accepted theory in the field of personality psychology today. All of the leading personality tests in the market either adhere to or are at least influenced by the Big 5 model of personality.

Forced Choice and Combined Formats

Forced choice format: This format is used most often in online or computer-based assessments. For each question, you'll be given three or four statements. You'll be asked to choose only two of these statements: the statement that most effectively describes your personality and the statement that least effectively describes your personality.

Example:

	Least	Most
I don't usually get annoyed if my plans change unexpectedly.		
I have a natural talent for influencing people.		
I'm a talkative person.		

The most common forced choice personality test is SHL's OPQ32. The OPQ is one of the most popular and widely used personality assessment tests on the market, and it is available in many different languages.

Combined format: These assessments are a combination of both rating scale questions and forced choice type assessments. During the rating scale questions stage, you will be asked to rate a statement on a scale of 1 to 9, indicating your level of disagreement or agreement with it. After doing so, you will be presented with a forced choice question that asks you to give an inner rating for the statements you rated equally during the rating stage.

Example:

Rating questions stage:

	Very strongly disagree	strongly agree	agree	Slightly agree	unsure	Slightly disagreed	disagree	strongly disagree	Very strongly disagree
I am an optimist	✓								
I am a competitive person		✓							
I am good at generating ideas	✓								
I enjoy meeting people				✓					
I am cheerful most of the time			✓						
I like to plan and organize my work						✓			

Forced choice stage:

	Least	Most
I am an optimist		
I am a competitive person		
I am good at generating ideas		
I enjoy meeting people		

There are two popular personality tests that use this method: the Saville wave personality test and talent dimensions. both assessments feature long and short versions and both can only be take online.

OUR PERSONALITY TEST MODEL

Our scale structure is derived from comparative analysis of the nine most popular and in-demand personality tests on the market. Furthermore, our personality test is composed of questions from all the formats mentioned above. In the table below, there is a list of all the test's scales and their explanations. The complete guide includes a more comprehensive description of each trait and a special score of matching to the ideal personality profile of the chosen profession.

All the scales are grouped by personality domains. These global domains are common for all the personality tests we know.

Scale Name	Definition
1. Interpersonal Competency Domain	
Elements of the capacity to be effective during interactions and communications with others. Skills that facilitate interpersonal reciprocity.	
1.1. Empathy	The ability to perceive other's feelings and emotions.
1.1.1. Cognitive Empathy	Understanding the other's situation and behavior.
1.1.2. Emotional Empathy	Identifying oneself with the other's feelings.
1.2. Comfort with Attention	Poise and comfort with social attention and recognition, social uninhibitedness.
1.3. Control	Tendency to be controlling, tyrannize, take charge of others and trespass their personal boundaries.
1.4. Social Confidence	Effectiveness and ease in communication, confidence in one's ability to interact with people.
1.5. Persuasiveness	Ability to influence others' opinions and decisions.
1.6. Diplomacy & Tact	This is a conglomeration of scales that altogether assess the ability to treat others fairly in a sensitive and effective way.
1.7. Dominance	Dominance is defined as the competence and control in pursuing interests and choosing activities.
1.8. Assertiveness	Readiness to voice opinions or desires and doing it in a correct manner.
1.9. Friendliness	The extent to which one treats people in a prepossessing manner, in addition to being likeable and nice.
1.10. Sociability	The quality of having numerous social contacts and a very active social life.
1.11. Trust	We developed three different sub-scales in order to cover the entirety of the Trust trait as it is presented in various personality tests.

	<ul style="list-style-type: none"> - <i>Interpersonal Trust</i> – This scale measures the ability of a person to rely upon others. - <i>Integrity Values</i> – Items here are said to measure interpersonal trust, but they are presented in the form of notions about people in general. - <i>Skepticism</i> – Having a “questioning mind” – not accepting information at its face value.
2. Cognitive Functions Personal characteristics of perceiving and judging.	
2.1. General Reasoning Ability	In the context of personality testing, general reasoning ability is measured by asking about everyday habits and attitudes incidental for bright and intellectually apt people.
2.1.1. Analytical Skills	The ability to use logic in information processing and in decision-making.
2.1.2. Motivation to Learn	"Epistemic curiosity" – the thirst for knowledge.
2.1.3. Forward Thinking	Thinking ahead, forward-seeing, calculating scenarios and possible outcomes.
2.1.4. Conceptual Elaboration	The ability to develop global concepts as opposed to practical day-to-day thinking.
2.2. Flexibility	The ability to change by demand of the reality.
2.3. Creativity	The ability to transcend traditional ideas, rules, patterns, relationships, or the like, and to create meaningful new ideas, forms, methods, interpretations, etc. The creativity subdomain is comprised of the following four scales: <ul style="list-style-type: none"> - <i>Generate Ideas</i> measures the ability to produce new original thoughts. - <i>Unconventionality</i> measures the tendency to question and revise settled methods and models - <i>Rich Fantasy</i> evaluates whether your imagination is well-developed. - <i>Aesthetic Sense</i> measures your perception and love of beauty.
3. Motivation & Drive A combination of desire and energy directed at achieving a goal. The cause of action.	
3.1. Service Orientation	The desire and strive to please and to satisfy.
3.2. Competitiveness	The desire to outperform others.
3.3. Need for Recognition	Need for social attention and recognition.
3.4. Proactivity	The desire to surmount the environment and initiate change.
3.5. Need for Company	The desire to be surrounded by other people.
3.6. Team Player	Affinity for and need to belong to a group.
3.7. Achievement Striving	Need for personal achievement and success.
4. Conscientiousness	

The way a person manages his or her duties. The degree to which a person is painstaking and careful, as well as acts according to the dictates of his or her conscience.	
4.1. Space & Time Management	Orderliness.
4.1.1. Good Organization	Being orderly and systematic; keeping things tidy.
4.1.2. Planning	Arranging methods and proceedings of action beforehand, in advance.
4.2. Conformity/Integrity	Rule and norm following.
4.3. Self-Control & Stability	The ability to inhibit the actions, feelings, and thoughts that hinder implementing decisions and maintaining stability of psychic functions during stress/hazard.
4.4. Perseverance	The ability to pursue a goal consistently and constantly, without being discouraged by obstacles (such as hardships or frustration).
4.5. Endurance & Energy	The ability to maintain a high level of energy despite tiredness or boredom. The ability to work fast and to do things quickly.
4.6. Boredom Intolerance	The proclivity to become frustrated when bored.
4.6.1. Need for Change	Variety seeking.
4.6.2. Excitement Seeking	The need for constant stimulation, thrill, and arousal seeking.
4.6.3. Risk Taking	The degree and willingness to which one will take chances; entrepreneurial boldness.
4.7. Autonomy	The ability to get along without external help, make up ones' mind and defend it.
4.8. Thoroughness	Attention to detail and being scrupulous.
4.9. Decisiveness	The ability to make firm decisions and implement them.
5. Emotion	
The realm of feelings and moods.	
5.1. Anxiety	Negative (social) anticipation, worrying about things that may happen.
5.2. Optimism & Well-Being	Optimism is referred to as making positive attributions in general and about the future in particular. Well-being is the formal word for happiness and psychological healthiness.
5.3. Resilience	Resistance to rejection and criticism; the ability not to take things personally.
5.4. Self-Confidence	Sense of personal worth and ability, positive self-regard, belief in one's capability and competence.

10 GOLDEN RULES OF PERSONALITY TESTING

There are ten golden rules you must know to be really prepared for a personality test. These rules are crucial to your overall understanding of personality tests, and we strongly encourage you to memorize the information outlined in this section.

The complete guide includes a more comprehensive description of each rule, examples and useful tips.

Rule 1: It is in your hands.

When you understand the nature of personality tests and the obstacles they include, you'll have the power to influence your test results and increase your chances of getting the job you want.

Rule 2: Personality tests are not naïve.

There are three main built-in obstacles included in most personality tests:

Obstacle # 1: Impression management questions

Obstacle # 2: Consistency checks

Obstacle # 3: The middle/neutral option

Rule 3: It's about how you behave at work.

the recruiter isn't interested in knowing how you really behave in life; the sole purpose of these questions is to assess how you would behave at work. Your future on-the-job behavior is the only thing that interests the recruiter.

Rule 4: Each question focuses on a trait.

Personality tests contain long lists of questions that ask about your typical behavior and feelings in different situations. Every personality test measures several traits. Your results for each specific trait are based on an average of the trait-specific questions, which are then compared to the norms for your position.

Rule 5: Avoid getting too many extreme scores.

Possessing too many traits at an extreme level is considered undesirable, no matter which position you're seeking. In general, try to avoid getting too many extreme scores.

Rule 6: There are "right" and "wrong" answers.

Personality tests are used for screening purposes to select the best candidate for a particular job. Recruiters will, therefore, recommend candidates that best fit the required criteria and job description. This means that there are right and wrong answers as related to specific job criteria.

Rule 7: Your personality profile has to make sense.

Imagine that your personality is a puzzle with many pieces. Similar to a puzzle, some pieces will match other pieces and some won't. In the end though, all the pieces fit together to form a picture. Your personality profile has to make sense! You must make sure to avoid contradictions in your test answers.

Rule 8: You're not perfect.

Don't try to present yourself as a perfect person because you couldn't possibly possess every desirable characteristic. In fact, it's unlikely that anyone would receive a high score on all or on most of the test's desirable characteristics.

Rule 9: Be honest, but sensible.

The personality test is not your friend or your therapist, as in someone that you can trust with your private thoughts. It's the place to express honest, work-related behavior. Ultimately, that's the only thing the assessors are really interested in.

Rule 10: Believe in yourself.

Before you take a personality test, you must believe that you're the right person for the job. This isn't a cliché. If you believe in yourself, this will act as a self-fulfilling prophecy. You will project this confidence throughout the assessment process and hopefully land the position you want.

FINAL WORDS

You now know that personality tests are often a very important aspect of the job selection process and that they aren't to be taken lightly. You also learned that most of the common personality tests on the market are based on self-reporting. This means that you, the candidate, have the power to influence your personality profile results.

The secret to success on any selection test is to come prepared. You need to know what characteristics are required for your position. (For detailed information about the characteristics of your profession, you can see your ideal profession report, by purchasing the full pack.) You also have to believe that you possess these characteristics and that you are well-suited for the job you want.

When you take the personality test, make an effort to emphasize your relevant strengths. Try to refrain from emphasizing strengths that aren't related to the position you seek. For example, if you aren't applying for a managerial position, there is no reason to highlight your leadership skills.

Now that we've exposed the veil of secrecy surrounding personality tests, you can see that, although they are quite complex, with proper preparation these tests shouldn't cause you too much concern. Plan your strategy beforehand and come to the test relaxed and focused. In this state of mind, there's no reason why you shouldn't excel on your personality test.

Don't hesitate - get our [full personality assessment practice pack](#).

Good luck!

About Job Test Prep

PIONEERS IN JOB TEST PREPARATION

We are a group of 100+ educators, content experts, developers, and designers who are passionate about creating the right preparation packages for you to succeed. We are devoted to creating customized experiences so that you can practice with the most relevant and up-to-date materials online.

JOBTESTPREP'S PREPPACKS™

Exclusive to JobTestPrep, Prep Packs™ target specific tests and subjects, enabling you to focus only on the relevant material for the exam. prepacks™ are crafted by JobTestPrep's psychology and recruitment experts, and are continuously updated to reflect user feedback and market research. Unique in design and scope, prep Packs™ provide you with the most comprehensive preparation experience.

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