



QUICK GUIDE TO RECRUITMENT

WITH

 COGNITIVE
ABILITY ASSESSMENTS



Quick Guide to help you utilise Cognitive Ability Assessments to recruit the best talent

CORRESPONDING ACTIVITIES & TASKS

Aptitude tests identify potential to grasp new skills. They provide a structured and measured look at your thinking skills as an individual. They also measure a person's natural ability to perform tasks where no prior specialist knowledge, training or experience is needed. In summary, they examine problem solving, learning on the fly and agility to change.



ABSTRACT LOGICAL REASONING

Abstract Logical Reasoning measures an individual's ability to group relevant factors for problem solving.

It reflects the person's ability to understand how different phenomena relate to each other, classify different concepts, and connect different concepts to understand "the big picture".

CORRELATES WITH:

- Planning
- Organising
- Delegating
- Creating systems
- Data analysis
- Customer analytics
- Policy and Administration

UNDERSTANDING LOGICAL PROCESSES

Understanding Logical Processes measures an individual's ability to identify the root causes of a problem, narrow down possibilities and understand cause-effect relationships.

It reflects the person's ability to understand how the information available influences the future and what the consequences of the present information could be. It also measures how systematic the person's thinking process is.

CORRELATES WITH:

- Problem solving
- Negotiating
- Handling objections
- Business judgement
- Researching
- Predicting or influencing behaviour

SPATIAL REASONING

Spatial Reasoning measures an individual's ability to map out multiple process flows simultaneously and comprehend visual entities and the components they consist of.

It reflects the person's ability to manage the information collected by visual perception and it correlates with process management.

CORRELATES WITH:

- Process management
- Interior design
- Visual design
- Research
- Organisation restructuring

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UNDERSTANDING SOCIAL CONTEXT

Understanding Social Context measures an individual's general sensitivity to observed social phenomena, their ability to sense conflict and understand how interpersonal relationships influence a situation.

It correlates with skills needed in jobs that require social understanding and an ability to adapt one's response according to the way social interactions develop.

CORRELATES WITH:

- Managing human relations
- Selling
- Motivating
- Counselling

NUMERICAL REASONING

Numerical Reasoning measures an individual's ability to solve problems involving numerical justification, see trends in numbers, and understand numerical relationships.

It correlates with skills needed in jobs that require the ability to follow a logic presented by numbers.

CORRELATES WITH:

- Performance tracking
- Data analysis
- Stock taking
- Number 'crunching'
- Accounting
- Statistics

VERBAL REASONING

Verbal Reasoning measures an individual's ability to evaluate and construct logical arguments, evaluate complex verbal information, and understand and interpret written or oral information accurately.

It also measures the ability to deduce consequences from a text, to draw logical conclusions, and recall, compare and recognise stored visual information in order to serve a task.

CORRELATES WITH:

- Journalism
- Data collection and analysis
- TV Presenting
- Problem identification and solving
- Research

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MATHEMATIC LOGICAL REASONING

Mathematic Logical Reasoning measures an individual's ability to think about and solve quantitative problems comparatively, differentiate numbers in relative terms, apply mathematical logical reasoning to aid decision-making and distinguish between valid and invalid deductive arguments

CORRELATES WITH:

- Research and analysis
- Analysis of data
- Change management

WORD ASSOCIATION

Word Association measures an individual's ability to generate creative and useful ideas, connect concepts, create parallel links, and dismiss irrelevant and insignificant associations.

Word Association indicates an ability to identify relationships between items of information received and understand links between different concepts.

CORRELATES WITH:

- Journalism
- Marketing planning
- Politics
- Negotiating

VISUAL MEMORY

Visual Memory measures an individual's ability to remember and process relevant information, visualise and mentally store multiple visual objects like graphical images, and reduce distraction by maintaining focus on important information.

It correlates with an ability to perform well in tasks requiring extensive working memory. It also correlates with a person's working memory capacity.

CORRELATES WITH:

- Planning details
- Architectural design
- Graphical planning
- Research

ASSESSMENT TIMER

	Abstract Logical Reasoning	11 MINS
	Understanding Logical Processes	20 MINS
	Spacial Reasoning	7 MINS
	Understanding Social Context	11 MINS
	Numerical reasoning	9 MINS
	Verbal Reasoning	15 MINS
	Mathematical Logical Reasoning	10 MINS
	Word Association Test	10 MINS
	Visual Memory Test	13 MINS

Each test can be administered alone or in combination with any of the others. We recommend that no more than 4 or 5 maximum be given to a candidate to complete, as doing all 9 would take over 2 hours and be mentally draining. An organisation typically selects only those tests most relevant to the role or situation in question.

INFORMATION YOU WILL RECEIVE IN THE REPORT:



The number of questions answered



The time spent answering



ASSESSMENT SUGGESTIONS

Position	Assessment	Total time required
Accountant / Financial Controller 	Mathematical Logical Reasoning Numerical Reasoning Word Association	29 mins
Administration 	Abstract Logical Reasoning Numerical Reasoning Visual Memory	33 mins
Customer Service 	Abstract Logical Reasoning Understanding Logical processes Understanding Social Context	42 mins
Entrepreneur 	Abstract Logical Reasoning Understanding Logical processes Understanding Social Context	42 mins
IT 	Mathematical Logical Reasoning Understanding Logical processes Verbal Reasoning	45 mins
Lawyer 	Mathematical Logical Reasoning Understanding Logical processes Understanding Social Context Verbal Reasoning Word Association	66 mins
Leadership/ Managers 	Abstract Logical Reasoning Understanding Logical processes Understanding Social Context	42 mins
Logistics manager 	Abstract Logical Reasoning Numerical Reasoning Spatial Reasoning Understanding Logical processes	47 mins

Position	Assessment	Total time required
Personal Assistant	Understanding Logical processes Visual Memory	33 mins
Production Manager	Abstract Logical Reasoning Mathematical Logical Reasoning Numerical Reasoning Understanding Logical processes	50 mins
Project Manager	Abstract Logical Reasoning Numerical Reasoning Understanding Logical processes Understanding Social Context	51 mins
Real Estate / Car Sales	Mathematical Logical Reasoning Understanding Logical processes Understanding Social Context Visual Memory	54 mins
Sales	Mathematical Logical Reasoning Numerical Reasoning Understanding Logical processes Visual Memory	52 mins
Sales Manager	Abstract Logical Reasoning Mathematical Logical Reasoning Numerical Reasoning Understanding Logical processes	50 mins
Training	Abstract Logical Reasoning Understanding Social Context Visual Memory	35 mins

EXTENDED DISC®

To choose the best employee, we recommend that you also utilise our Extended DISC® Assessment alongside the Cognitive Ability Tests. Here is the overview of the four main DISC Styles.



MOST CAUTIOUS OF THE STYLES

Likes things to be correct, in logical order and have a lot of detail. Avoids mistakes, strives for perfection. Tends to be very eager to learn if it contributes to their quality of work. Tends to be perceived as a bit aloof and doesn't need a lot of people interaction.

- Precise
- Formal
- Follows Rules
- Disciplined
- Logical
- Reserved
- Careful



MOST ASSERTIVE OF THE STYLES

Likes shaking up the environment and overcoming opposition to get results. Loves challenges and change. Likes to lead and be in charge to make things happen.

- Decisive
- Competitive
- Tough
- Independent
- Strong-Willed
- Self-Confident
- Demanding



MOST OUTWARDLY CALM OF THE STYLES

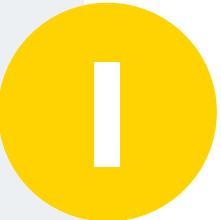
Likes a steady and safe environment so tends to not like change or surprises. Fairness and justice are important. Often agreeable on the surface. Can tend to focus on the negatives. A very reliable and steady person.



- Calm
- Good Listener
- Steady
- Modest
- Careful
- Trustworthy
- Patient

MOST SOCIAL OF THE STYLES

Likes connecting and interacting with others so they gain energy from them. Often enjoys being the center of attention and loves teamwork. Sees the positive side of life and people, therefore often comes across as happy and fun.



- Sociable
- Energetic
- Talkative
- Persuasive
- Open
- Inspiring
- Enthusiastic



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