

Test or Task Interviews

No Matter What the Challenge, You Can Excel!

Recruiters utilize tests and/or tasks in an interview to assess, in detail, a candidates strengths, skills and personality for a position. Here are some common tests or tasks you may be asked to complete:

Tests

PERSONALITY TEST: Analyzes your answers to questions to get a better idea of your personality fit with a particular position. May ask you to choose which situation is more you, or select which word in a group is more like you.

ETHICS OR HONESTY TEST: Asks questions about situations at work and how you would handle them with coworkers and supervisors. May present ethical dilemmas and ask you to choose the best action.

COMPUTER OR TECHNOLOGY TEST: You may need to demonstrate your knowledge of programming or point out errors in code. You may be asked to solve a hardware problem or come up with a solution to a problem utilizing technology.

MATH TEST: Asks you to solve math problems to demonstrate your skill level related to a position or to see how you use logic. May present a problem in the form of a work issue and see how you use mathematical thinking to solve the problem. May present a brainteaser. Example: *What is the electric bill for the Empire State Building?*

OFFICE/CLERICAL TEST: If you are a younger student looking to do administrative work in a professional environment, you may be asked to take a test to demonstrate your level of clerical ability such as typing or using Excel or Access. Temp. Agencies are a great resource for finding this type of work and may test your skill level.

Tasks

PRESENTATION TO A GROUP: You may be asked to put a brief PowerPoint presentation together and present on a topic related to the position you are pursuing.

TEACH A LESSON: You may be asked to demonstrate your knowledge of a topic by teaching it to others.

ROLE PLAY: You may be asked to demonstrate, through role-playing, how you would handle a customer or client.

REVIEW A DOCUMENT FOR ERRORS: If attention to detail or excellent writing skills are required, you may be asked to find errors in a document or complete a writing sample.

SOLVE A PROBLEM INDIVIDUALLY OR WITH A GROUP OF OTHER CANDIDATES: You may be presented with a problem and asked to come up with a solution as part of a team with other candidates to see how you interact in a team environment and what type of leadership and communication skills you possess.