

# 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.