

PRE-EMPLOYMENT ASSESSMENTS

Pre-employment assessments are strategic tools that help employers efficiently identify top talent. This guide will prepare you to confidently navigate and excel in your upcoming professional evaluations.

What is a pre-employment assessment?

A pre-employment assessment is a standardized test or questionnaire that employers use to evaluate candidates' skills, abilities, and other traits to determine if they are a good fit for a job.

Employers use pre-employment assessments to:

- Improve hiring quality by providing objective data
- Save time and effort by streamlining the hiring process
- Identify areas for improvement and create performance plans

What types of pre-employment assessments exist?

Job knowledge tests

Employers give job knowledge tests to identify your knowledge about the job you're applying for. For instance, if your prospective employer hires a managerial accountant, you might receive a job knowledge test on the employer's internal accounting processes. Getting tested on specific job elements helps determine if you can apply the expertise you earned from previous accounting positions or education. Ask the hiring manager about the test's subject matter and read the questions thoroughly to improve your chances of passing it.

Integrity tests

Integrity tests are one of the most objective tests employers can administer, and they help measure the reliability of applicants. Employers gear the questions to the degree of integrity and ethical guidance you have when encountering certain situations in the workplace. Your integrity may prove you're a match for the employer's culture and show you can work well with coworkers. Answer these questions honestly to give the employer an accurate description of the type of employee you'll be if you're hired for the position.

Cognitive ability tests

Cognitive ability tests ask questions about your mental capacity to work in a position. Your answers help employers predict your job performance since they'll know more about how you handle complexity. One of the common cognitive ability tests is the General Aptitude Test (GAT), which highlights your ability to use logical, verbal, and numeric reasoning to approach tasks. Take practice tests to prepare yourself for potential questions and answers you'll see on your test.

Personality tests

Personality tests indicate to employers if you fit within the company's culture and if your personality increases productivity. Test results help employers evaluate your engagement level and if they think you're interested in a long-term career with the organization. Review the different types of personality tests to understand the format and the questions asked so you can properly represent your personality to employers.

Emotional intelligence tests

Emotional intelligence tests analyze your relationship-building skills and your knowledge of emotions. Having high emotional intelligence shows how you can defuse conflicts and relieve the anxiety of coworkers if they're frustrated or disappointed. Some employers may use the Berke assessment to review the range of your emotional skills to see if they fit the position you applied for.

Skills assessment tests

Skills assessment tests overview your soft and hard skills. Employers test for these skills once they're in the later stage of the hiring process to understand who they might want to hire. For example, suppose an employer wants to hire you for a public relations coordinator position. In that case, they might administer a writing test to see how many words you type per minute, if you can write newsworthy content within a given timeline, and how well you proofread your content before submission. Additional skills assessment tests may require you to demonstrate your research, presentation, or leadership skills to advance in hiring.

Physical ability tests

Physical ability tests feature your strength and stamina. They also reveal if you can perform in roles that require physical work, like a firefighter or a police officer. Testing for physical competencies adds another step to the hiring process for employers so they reduce the chances of workplace accidents in addition to finding a qualified candidate.