



guidance notes for candidates



Personality Assessment in Selection and Development

It is now very common for employers to use aptitude tests, personality questionnaires and work simulation exercises as one part of their selection or development processes.

Personality questionnaires are certainly not the be-all and end-all, but they can provide additional information about people which might not be assessed in any other way. The information is also gathered and evaluated in a more objective way, making questionnaires fairer than traditional techniques such as interviews. You should remember, however, that personality questionnaires form only ONE part of what you have to do when applying for a job or a promotion.

What is The Roberts Personality and Motivation Questionnaire?

The Roberts Personality and Motivation Questionnaire (RPMQ) is a personality and motivational questionnaire developed by Knight Chapman Psychological Ltd, a specialist consultancy of Chartered Occupational Psychologists. RPMQ has been especially designed for use in the selection and development of graduates, senior administrative, customer service, and specialist personnel. **RPMQ is NOT a test.** It is a self-report questionnaire that allows you to describe yourself, and your typical preferences and ways of behaving at work.

What does RPMQ measure?

RPMQ enables you to describe yourself in a number of key work-related areas:-

- Your interpersonal style - how you like to relate to other people.
- Your approach to tasks - not your ability, but how you go about solving problems, for example.
- Your feelings and emotions.
- Your preferences at work - those things that motivate you in relation to both the context and the content of the job.

How to answer the questions in RPMQ

- Be honest about yourself. There is no point in pretending to be someone you are not. Remember your answers will be compared with other information about you.
- Go through the questionnaire quickly.
- Don't ponder or dwell upon your answers - give your first reaction, this is likely to be the most accurate.
- Answer as you think you are at work. The questionnaire is not concerned with your behaviour outside the workplace.
- If you are not working right now, answer the questions in terms of your last job, or your educational experiences.

What does the questionnaire look like?

The questionnaire has a number of statements presented in a booklet or on a PC. Before you start the questionnaire you will be given full instructions on what you have to do. Some example questions will be shown to you so that you know what you have to do.

Typical questions might be:-

Example 1

"I am the sort of person who is quick to make new friends."

Example 2

"I enjoy working with new ideas."

You will have an answer sheet (or answer options on the PC) and you will be asked to say for each question whether you

Strongly agree
Agree
In between, or neither agree nor disagree
Disagree
Strongly disagree

that the statement is true for you.

How do I do my best?

Well, remember you are NOT taking a test, so there is no question of right or wrong. Just follow these tips:

- Have an early night - you want to feel at your best!
- Plan to arrive early - there's nothing worse than rushing at the last minute.
- Remind yourself that this is only one part of the selection or development procedure. Most people feel a little nervous - this is entirely natural.
- If you wear glasses or need a hearing aid, make sure you take them with you.
- If you have a disability or there are other circumstances which may affect your ability to do the questionnaire, tell the assessor BEFORE you attend the session.
- Make sure you are comfortable before you start - avoid being hungry, thirsty or needing to use the lavatory.
- Listen carefully to all the instructions. If you are not sure about anything, please do ASK.

BEST OF LUCK!