

# PERSONALITY TEST STUDY GUIDE

---

Study Guide | [www.jobassessmenthelp.com](http://www.jobassessmenthelp.com)

Personality tests are perhaps one of the more daunting psychometric tests you'll be asked to take when applying for jobs. Unlike numerical and verbal reasoning exams, personality assessments are rarely administered in grade school. However, once you understand their structure and purpose, you can use this seemingly ambiguous assessment to your advantage and get an edge up on the competition.

## What Are Psychometric Personality Tests?

Psychometric personality tests essentially assess your emotional intelligence. Besides IQ, emotional intelligence, which is sometimes referred to as EQ, is one of the most reliable indicators of professional success. Raw brain power can get you pretty far, but in the workplace, tenacity, respect, cooperation, and creativity are essential to innovation and progress.

These assessments will identify the individual traits you possess and evaluate your responses to typical situations in the office. Not only will you have to prove that you can get along with other members of the team, but you'll also have to demonstrate that you've developed good working habits.

## What Will You Be Tested On?

These tests will evaluate your emotional intelligence using a variety of personality traits as criteria. The most common traits are commonly known as the big five, and they include openness, conscientiousness, extraversion, agreeableness, and neuroticism.

That being said, every psychometric test company uses different traits to assess candidates. In fact, many organizations will even administer different tests to different applicants depending on the job to which they're applying. Managers, for instance, will require different skills than a lower-tier employee.

Whatever the case may be, prospective employers know that conscientious, agreeable, ambitious employees are successful employees, and while personality tests are by no means full-proof screening tools, they do help to businesses to identify high performers early on in the hiring process.

## What Kinds of Questions Can You Expect?

There are a variety of different question types on personality tests, but the majority of them have the same basic structure. Sometimes, you'll be given a situation and asked how you would

respond. These situations usually depict conflicts or problems that typically arise in the workplace.

Alternatively, you'll be given a statement about your personality and asked whether you agree or disagree and to what degree. For instance, you might be asked about your likes and dislikes, your natural skills and talents, or even your social life.

### How Should You Approach Each Question Type?

Approach each question from the point of view of your employer. Remember, employers don't necessarily care about your social life per se, but they do want to know that you can communicate effectively, cooperate with your colleagues, and work out conflicts quickly and effectively.

Hiring managers know that you're not perfect, and they know you'll make mistakes. What they really want to know though is that you are socially adept enough to know how to interact professionally with others in the office.

### Solving Tips:

- 1. Avoid both neutrals and extremes.** Even though conscientiousness is generally regarded as a positive trait, when taken to the extreme, hardworking, diligent employees become demanding, judgmental, and stubborn.

On the other hand, someone who responds neutrally to every question comes off as dull and apathetic. Don't be afraid to let your personality come through. These traits are often your biggest assets, assuming you know how to channel them positively and productively.

- 2. Don't take the questions personally.** This test is not meant to help you with personal development or mental health. Usually, honesty is the best policy, but that adage doesn't apply here. You should approach personality assessments just like you approach an interview. Focus on your strengths, and do your best to show your prospective employer that you have the kind of traits he needs to make sure his team succeeds.
- 3. Be consistent and direct.** You're not going to be able to communicate nuance in a personality assessment. You may be able to justify your answers in person, but you won't have that opportunity here. Don't read into these questions, and don't read in between the lines.

Keep your answers consistent to show that you mean what you say. You are, of course, more complicated and interesting than the answers you'll give, but this test isn't meant to reflect you as a human being. It's just a simple screening tool.

### How Do Personality Tests Differ?

Almost all psychometric personality tests draw upon the Big 5. However, each of them focus on specific sub-traits within those five categories. While many of them only differ slightly, your results will be broken down according to these sub-traits, so it can be helpful to keep them in

mind when answering the questions. Below, you'll find each of the tests and their respective traits.

### **PAPI 3**

- Impact & Drive
  - Ambitious
  - Need to influence
  - Leadership
  - Need to be noticed
- Engagement
  - Need to be upwardly supportive
  - Focus
- Interaction
  - Need to relate closely to individuals
  - Social harmonizer
  - Need to belong to groups
- Organization & Structure
  - Need to finish a task
  - Desire for rules and procedures
  - Attention to detail
  - Organizational skills
- Composure
  - Tact
  - Optimism
  - Core composure
- Work momentum
  - Sincerity
  - Efficiency
  - Independence

### **SHL OPQ32:**

- Relationships with people
  - Sociability-affiliative, outgoing, confident
  - Influence-independent, outspoken, controlling, persuasive
  - Empathy-caring, democratic, modest
- Thinking Style
  - Structure-detail-oriented, conscientious, forward-thinking, principled, scrupulous
  - Analysis-behavioral, data-oriented, spontaneous
  - Creativity-conventional, innovative, adaptable, conceptual,
- Feelings & Emotions
  - Dynamism-vigorous, competitive, decisive, results-oriented
  - Emotion-restrained, relaxed, trusting, tough, optimistic, anxious

## **MMPI**

- Depression
- Hysteria
- Masculinity/Femininity
- Social Introversion
- Psychopathy
- Paranoia
- Schizophrenia
- Hypomania
- Physical Health
- OCD

## **CPI Test**

- Sense of Well-Being
- Dominance
- Femininity-Masculinity
- Capacity for Status
- Sociability
- Intellectual Efficiency
- Social Presence
- Flexibility
- Self-Acceptance
- Psychological-Mindedness
- Independence
- Achievement via Independence
- Empathy
- Achievement via Conformance
- Responsibility
- Tolerance
- Socialization
- Communality
- Self-Control
- Good Impression

## **Predictive Index (PI)**

- Dominance
- Extroversion
- Patience
- Formality
- Response Level
- Decision-Making

## NEO Personality Inventory

- Openness
  - Fantasy
  - Aesthetics
  - Feelings
  - Actions
  - Ideas
  - Values
- Conscientiousness
  - Competence
  - Order
  - Dutifulness
  - Achievement striving
  - Self-discipline
  - Deliberation
- Extraversion
  - Warmth
  - Gregariousness
  - Assertiveness
  - Activity
  - Excitement-seeking
  - Optimistic
- Agreeableness
  - Trusting
  - Straightforwardness
  - Altruistic
  - Compliant
  - Modest
  - Sensitive
- Neuroticism
  - Anxious
  - Hostile
  - Depressed
  - Self-conscious
  - Impulsive
  - Vulnerable to stress

## **Caliper**

- Persuasiveness & leadership
  - Assertive
  - Egotistical
  - Resilience
  - Motivation
  - Sense of urgency
  - Aggressive
  - Empathetic
  - Risk-averse
  
- Interpersonal skills
  - Empathetic
  - Open
  - Flexible
  - Sociable
  - Cooperative
  
- Problem-solving & decision-making
  - Creative
  - Original
  - Detail-oriented
  - Capacity for abstract thinking
  
- Time management
  - Motivated
  - Thorough

## **Leadership Assessment**

- Ambitious
- Assertive
- Adaptable
- Problem-solving
- Timely
- Motivating
- Responsible
- Reliable
- Influential

## **Gallup's StrengthsFinder**

- Achiever
- Activator
- Adaptability
- Analytical
- Arranger
- Belief
- Command
- Communication
- Competitiveness
- Connectedness
- Consistency
- Context
- Deliberative
- Developer
- Discipline
- Empathy
- Focus
- Futuristic
- Harmony
- Ideation
- Includer
- Individualization
- Input
- Intellection
- Lerner
- Maximizer
- Positivity
- Relator
- Responsibility
- Restorative
- Self-Assurance
- Significance
- Strategic
- Woo

### **Sales Personality Tests**

- Competitive
- Goal-oriented
- Ambitious
- People-oriented
- Independent
- Patient
- Persuasive

### **Personality Management Tests**

- Ambitious
- Decisive
- Flexible
- Confident
- Independent
- Reliable
- Empathetic
- Creative

### **Saville Wave**

- Adaptability
  - Supportive
  - Flexible
  - Resilient
- Thought
  - Evaluative
  - Investigative
  - Imaginative
- Delivery
  - Conscientious
  - Structured
  - Driven
- Influence
  - Sociable
  - Impactful
  - Assertive

## **McQuaig Word Survey**

- Dominant--Accepting
  - Competitive, goal-oriented—deliberate, cautious
- Sociable—Analytical
  - Empathetic, extroverted—logical, task-oriented
- Relaxed—Driving
  - Patient, reliable—restless, pressure-oriented
- Compliant—Independent
  - Conscientious, detail-oriented—strong-minded, persistent

## **Hogan**

### **Hogan Personality Inventory**

- Adjustment
- Ambition
- Sociability
- Interpersonal Sensitivity
- Prudence
- Inquisitiveness
- Learning Approach

### **Hogan Development Survey**

- Excitable
- Skeptical
- Cautious
- Reserved
- Leisurely
- Bold
- Mischievous
- Colorful
- Imaginative
- Diligent
- Dutiful

### **MVPI**

- Recognition
- Power
- Hedonism
- Altruism
- Affiliation
- Tradition
- Security
- Commerce
- Aesthetics
- Science

## **Korn Ferry Leadership Assessment**

- Drivers (Advancement drive & Role preferences)
- Awareness (Self-awareness & Situational self-awareness)
- Learning Agility (Mental agility, People agility, Change agility, Results agility)
- Leadership (Focus, Persistence, Tolerance of ambiguity, Assertiveness, Optimism)
- Derailment Risk (Volatile, Micromanaging, Closed)
- Capacity

## **DDI Leadership Assessment**

- Achieve
- (Persistence, drive, collaboration, & dependability)
- Lead
- (Responsibility, initiative, ambitious, organized)
- Grow
- (Inquisitiveness, receptivity to criticism, neuroticism)

## **What Now?**

Now that you know a little bit more about how personality tests work and what to expect when you take yours, go ahead and take the two practice tests. Make sure to grade the tests carefully and review your answers using the answer key, study guide, and relevant job descriptions to better understand your performance.