

PROFILING INSTRUCTIONS

Thank you for taking part in the profiling process. There are **4 online questionnaires** to complete, with access links and instructions provided below.

Please Note: The **Job Number** and **Password** from your briefing email should be used as required when logging into each of the questionnaires.

ACCESS TO THE QUESTIONNAIRES

1. Trait Based Personality Questionnaire

This inventory asks questions related to your natural way of doing things. This assists in understanding what comes naturally versus what may be learned. It helps inform the best way to manage individuals, evaluate differences in style in team members and important considerations for setting individuals up for success in their roles.

Question Type	Duration	Access
434 True/ False	Untimed ~ 40 minutes	https://www.surveymonkey.com/r/PersonalityInventory

2. Natural Preference Questionnaire

This questionnaire asks questions relating to preferences, as well as preferred problem-solving and decision-making approaches. We also ask three qualitative questions relating to strengths, weaknesses and desired support.

Question Type	Duration	Access
Multiple Choice & Free Text	Untimed ~ 10 minutes	https://abilities.psychsolutions.com.au

3. Advanced Critical Thinking Questionnaire

This is a cognitive abilities assessment designed to measure your ability to evaluate the logic of various written arguments and make judgements about them.

Question Type	Duration	Access
75 Multiple Choice, 5 sub-sections	Timed - 50 minutes	https://abilities.psychsolutions.com.au

4. Numerical Reasoning Questionnaire

This is a cognitive abilities assessment designed to measure your ability to think and reason using numbers and to construct a problem solving process from scratch.

Question Type	Duration	Access
32 Multiple Choice & Free Text	Timed - 30 minutes	https://abilities.psychsolutions.com.au

** Information for Advanced Critical Thinking & Numerical Reasoning is provided on the following pages*

CRITICAL THINKING & NUMERICAL REASONING ASSESSMENTS

You have been asked to complete two reasoning assessments. However, it is the highest of the two we are interested in when looking at your overall results. This is because most people tend to have a strength in one area, but not necessarily in the other. When we report a person's overall intellectual ability, we focus on the reasoning assessment they scored highest on. There is no need for concern if you think you are not particularly strong in one of these areas – in fact, only a small proportion of the adult population do well on both of these.

Your highest result will be compared to performance benchmarks, which identify the level of reasoning required to perform successfully in this type of role. The benchmarks used are taken from the assessment results of real people and are based on the lowest level of ability required for success in this particular role type.

Finally, intellectual ability (reasoning) is only one factor determining success. Your results will be considered in the context of your experience, knowledge, skills and results on any other assessments, as well as the context of the role.

Tips for Taking The Critical Thinking & Numerical Reasoning Assessments

- We provide a **timed** result for each assessment (most important) so try to work as quickly as possible.
- We also consider an **untimed** result for each assessment, so once time is up, please keep going to complete the remaining items if needed.
- Once you commence each of these assessments, the clock can't be stopped so make sure you won't be distracted.
- The Advanced Critical Thinking Assessment includes practice questions as part of the allocated time. These practice questions at the start of each of the 5 sub-sections are good preparation for the type of problem solving required. Most people find it reasonably easy to finish this assessment in the allocated time.
- The first sub-section of the Advanced Critical Thinking Assessment, (Inference), is the most challenging and takes the longest.
- The Numerical Reasoning Assessment has practice questions prior to the commencement of timing. It is very difficult to finish this assessment within the allocated time, so work quickly but don't worry too much if you don't finish all the items in the allocated 30 minutes. Ensure you complete all the questions before submitting the assessment, even if this means using extra time.
- There is only one correct answer for each question.
- If you are interrupted, please contact us (+61 3 9005 5883 or after hours +61 409 253 883)

Sample Question – Advanced Critical Thinking Assessment

* This is an actual practice question on the first sub-section of the Advanced Critical Thinking.

People draw conclusions from observations or facts that are before them - this is called **inference**. For example, when two children are playing ball in a backyard, one suddenly climbs over the fence into the property next door. A neighbour watching at a distance might infer that the ball has gone over the fence. This inference may or may not be true. It could be that the child actually lives next door and has decided to take a short cut home.

In this sub-section, each exercise begins with a statement of facts that you are to accept as being accurate. After each statement some possible inferences are provided, conclusions that can be drawn from the available facts. Examine each inference and decide how accurate it is. Choose your answer as follows:

C: inference is **CORRECT** (it follows beyond any reasonable doubt from the statement of facts given)

PC: inference is **PROBABLY CORRECT** (more likely to be correct than incorrect, but you can't be 100% certain)

II: if there is **INSUFFICIENT INFORMATION** provided (from the facts provided you cannot establish whether the inference is correct or not)

PI: if the inference is **PROBABLY INCORRECT** (that it is more likely to be incorrect than correct, but you can't be 100% certain)

IN: if the inference is definitely **INCORRECT** (the statement misinterprets or contradicts the facts)

When deciding whether an inference is probably correct or probably incorrect, you may use certain commonly accepted knowledge that most people have. This is used in the example that follows.

The following statement relates to practice Example Questions A & B.

A group of women formed a local book club for the purpose of discussing works of fiction. Each member had to take a turn in selecting a book for the week and leading discussion in the meeting. The meeting could include readings from novels, short stories or plays where appropriate.

Example Question A - Proposed Inference

As a group, these women would have had a greater interest in reading works of fiction than women in the wider community.

Correct

Probably Correct

Insufficient Information

Probably Incorrect

Incorrect

(Answer: **Probably Correct** as it is common knowledge that in this modern age the practice of reading books has declined in the face of film, television and other electronic media, so it's likely they share this as an interest. We cannot say the inference is 100% Correct, because the women may have other motives for joining the group, such as friendship bonds or a desire to get out and chat with others.)

Example Question B - Proposed Inference

The book group was also open to men.

Correct

Probably Correct

Insufficient Information

Probably Incorrect

Incorrect

(Answer: **Probably Incorrect** because the group was formed by women and there is no mention of male membership among the given facts. There has to be doubt as to whether men have been invited to join, but there isn't enough information to dismiss the possibility altogether. We can't be 100% sure it is Incorrect.)

PROFILING INSTRUCTIONS

Sample Question – Numerical Reasoning Assessment

* These are some samples of the types of questions on the Numerical Reasoning Assessment.

Example Question 1

Find the missing number in the following series and enter it in the box provided:

3 6 9 12 ?

15

(Answer: 15 – the series goes up by 3 with each step)

Example Question 2

Find the number that should be in the square marked by the question mark:

2	?	*
6	8	10
10	12	14

4

(Answer: 4 – the rows increase by 4 going down, or by 2 going across)

Example Question 3

Sam swims from Hampton Life Saving Club to Sandringham Life Saving Club, which is 1.5 kilometres away. If he swims at a pace of 2 minutes per 100 metres, how many minutes will it take him to swim to Sandringham?

30

(Answer: 30 – there are 15 lots of 100m in 1.5km, multiplied by 2 minutes)

Example Question 4

$\frac{1}{4}$ of Lucy's marbles are green, $\frac{1}{6}$ of her marbles are pink. The rest are equal amounts of blue and orange. If she has 24 marbles, how many are not orange or pink?

13

(Answer: 13 – the arithmetic is relatively simple but the wording can slip people up. 6 marbles are green, 4 marbles are pink. That leaves 14 remaining (so 7 are blue and 7 are orange). The green and blue marbles (not orange or pink) add up to $7 + 6 = 13$)

Example Question 5

Find the missing number in the following series and enter in the box provided:

2 5 10 13 26 ? 58

29

(Answer: 29 – this alternating series goes up by 3 then multiplies by 2. It can be helpful to write the series on a piece of paper and then write what is happening between each step.)