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Testing and Interviewing

Chapter 6

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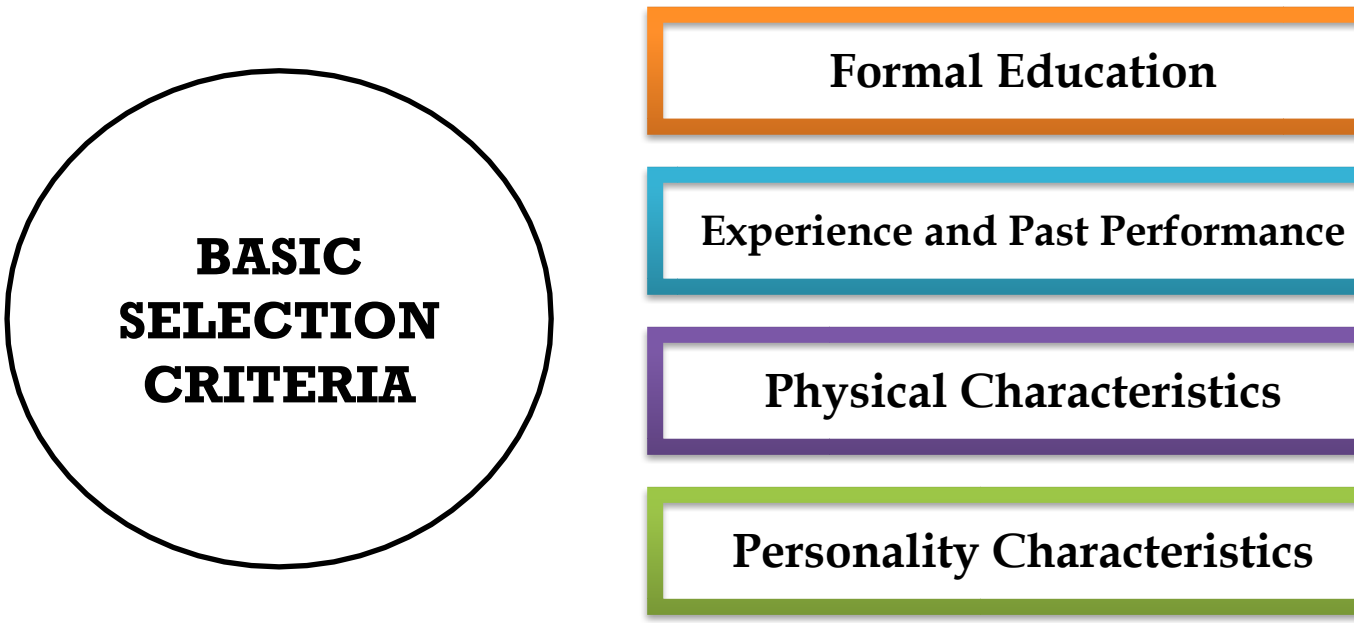
BASIC SELECTION CRITERIA



- Anastasi – It is essentially an objectives a standardised measured of sample of behaviour.

- Russel &Cronbach-Psychological tests ar careful observations of actual performar under standard conditions

Purpose of testing

1. Measure individual differences-difference
   reactions
2. Identify intellectually deficient persons

- Identify and diagnose mentally retarded , s
  emotional disorders.

3.Self understanding and personnel developm

4 solution to wide range of practical problems

- How they affect people's life chances and
  opportunities

5. To select and classify military personnel

Types of Tests

- Ability test
- Situational tests
- Achievement tests
- Interest tests
- Personality tests

- Ability test: test designed for evaluating the gro level achieved by an individual on a subject.
- Numerical abilities, analytical abilities, emotion ability etc.
- Achievement test – knowledge level of an indivi a specific field. Knowledge with respect to a sp topic

Two types:

Job knowledge test – pertaining to specific job

Work sample tests- part of actual work to the can

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- Situational tests- Situational judgement tes (SJTs) or Inventories (SJIs) are a type of psychological test which present the test-ta with realistic, hypothetical scenarios and as individual to identify the most appropriate response or to rank the responses in the orc they feel is most effective

- Interest test- inventory of all likes and dislik the candidates pertaining to their work, occupation, hobbies etc.

- Personality tests- examine individual in tern his value system, emotion, attitude, behavic etc..

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Standards selection test

- Reliability: Test scores should not vary w under repeated conditions.
- Validity: Validity is the extent to which a instrument measures what it intends to measure.

Measure the factors for which it is designe

- Qualified People: Test require a high leve professional skills in their administration interpretation.

- Preparation: A test should be well prepar
  should be easy to understand and simple
  administer.
- Suitability: a test must fit the nature of th
  group on which it is applied.
- Usefulness: Exclusive reliance on any sing
  should be avoided, since the results in su
  case are likely to be criticized.
- Standardization: Norms for finalising test
  should be established.

Advantages of testing

- Objectivity-objective and unbiased elem
- Prediction
- Interview synergy –produce a profile of t candidate
- Employee development
- Return on investment

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Disadvantages of testing

- Unsuitability for smaller group
- Performance prediction may not be effe
- Supplement only
- Lack of flexibility

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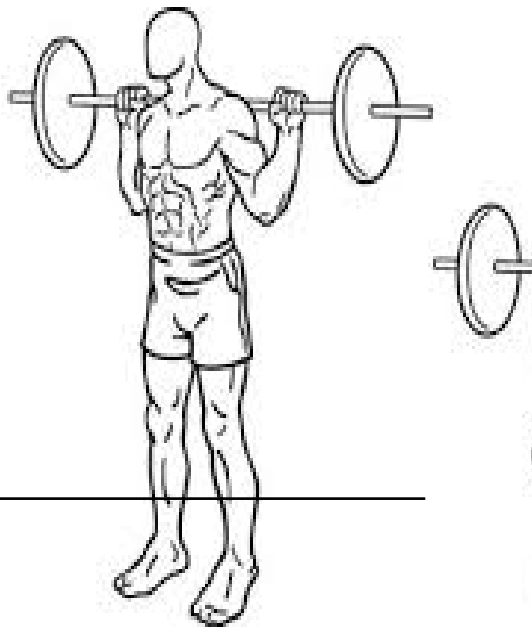
Purpose of ability tests

- Help in proper choice of course and care
- Predict future success
- Supplement other psychological tests



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Ability tests / aptitude tests

- a test designed to determine a person's a
in a particular skill or field of knowledge.

- An Aptitude tests is designed to discover
potentiality a given person has for learni
some particular skill

Types of ability tests

- Clerical ability tests
- Mental ability tests
- Mechanical ability tests
- Physical ability tests

- **Clerical Ability tests** are part of the selec process in jobs such as: clerks, reception secretaries and more. A full **Clerical Abili test** will include one or more of the **tests** below.

Types of skills to tested in clerical tests:

- Basics skill
- Knowledge
- Software working

Minnesota clerical tests

- the employers have been utilizing it to measure your cleric perceptual speed and accuracy, for different clerical jobs.
- 15 minutes test
- The classic Minnesota Test is comprised of two separately t sub-tests;
- number comparison
- name comparison.
- 100 similar and 100 dissimilar items of digital and letter combination
- Identical and dissimilar pair in each item
- Number subtest-3-12 digits
- Names-7 to 16

- It is a multiple choice questionnaire. You c find only one correct answer in each item.
- You will find very slight difference in each dissimilar pair. It may be a letter or a digit.
- The identical pairs are mixed with dissimila pairs randomly.
- It is a speed test. Answer as quickly as pos Keep in mind the time limitations.
- It is more critically an accuracy test. One mistake shall cost you two scores. One of i own and other deducted from your correc answers.

Mechanical ability tests

- Mechanical aptitude tests, or mech
reasoning tests, are commonly adminis
for technical and engineering positions.
- The mechanical aptitude test mea
your ability to understand
apply mechanical concepts and principl
solve problems.

- Mechanical Aptitude tests are part of the selection process in a large array of jobs s as: aircraft technician, auto mechanic, fir fighter, military careers and more.
- Most mechanical aptitude tests include questions about mechanical tools and equipment

Bennett mechanical comprehens tests

- is a popular assessment used in several fiel including technical and industrial occupatio
- The test was developed to measure a perso aptitude for understanding and applying mechanical principles
- an employer may infer future performance jobs that require these skills
- The Bennett Mechanical Test is used to ider individuals with good mechanical reasoning abilities and spatial perception.

BMCT

- The BMCT consists of 68 multiple-choice questions with a 30-minute time allotme can be administered on paper or online. currently available in two forms, Form S Form T.
- The BMCT II consists of 55 multiple-choic questions with a 25-minute time allotme is administered online only.

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The BMCT and BMCT- II is used to assess th following:

- Mechanical aptitude
- Spatial visualization
- Application of physics
- Deduction of "how things work"

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Who is Required to Take the BM

Individuals who work in the following industries m
required to take the BMCT:

Engineer

- Automotive Mechanic
- Equipment Operators/Transportation Trades (Tr
  Driver)
- Automotive and Aircraft Mechanic
- Industrial/Technical Sales Representative
- Installation/Maintenance/Repair
- Skilled Tradesperson (Welder, Electrician, Carpe
- Mechanical Trades

Mental ability test /Intelligent

- **Intelligence tests** are psychological **tests** are designed to measure a variety of me functions, such as reasoning, comprehen and judgment

Classification of Mental ability t

- On the basis of administrative practice:

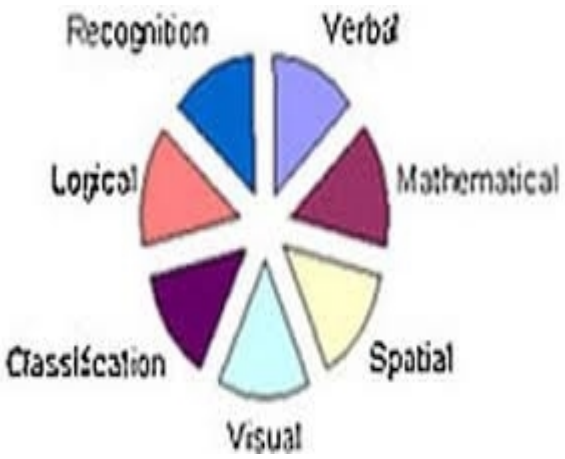
Individual tests – single person's intelligenc
a time.

Group test –more than one person's
intelligence at a time

On the basis of subject matters and language

- Verbal test -language of instruction, contents response
- Performance tests and non verbal test – prob is solved though constructive or passive actio Includes arrangement of pictures, picture completion, picture puzzles etc.

- On the basis of Efficiency of performance
- Power test individual's skill in a particula are tested. No time limit
- Speed tests , questions are equally tough are to be solved in a given time



Individual intelligence tests

- -understand individual cognitive strength weakness

Two main individual intelligence tests

1. Standford Binet
2. Wechsler (WIS)

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Standard binet

- Ensures that all the items contribute equ to total IQ score
- Revisions are
- 1905
- 1908
- 1911
- 1916-age scale on which subtests were grouped into chronological age groups

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1916 Binet scale

- Examinee's mental age(MA) and(IQ) depended on number of tests passes at successive age levels
- IQ=MA/CA*100

Stanford Binet Intelli	
Genius	Over 14
Very Superior	120 - 13
Superior	110 - 11
Average	90 - 109
Dull	80 - 89
Borderline Deficiency	70 - 79
Moron	50 - 69
Imbecile	20 - 49
Idiot	Below 2

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1937 Binet scale

- Was standardized on 100 children at half interval -1.5 to 5.5 years
- 200 children – at each year age interval f -14 years
- 100 children-at each year age intervalfro 18 .
- 1960 binet -instead of 6 , four subsets w used

2003 binet

Factors	Verbal
Fluid reasoning	
knowledge	
Quantitative reasoning	
Visual spatial reasoning	
Working memory	
	Non-verbal

Wechsler intelligence scale

- The first Wechsler intelligence scale, known Wechsler-Bellevue Intelligence Scale, was develo 1939, two years after the 1937 version of the S Binet
- The WISC measures two aspects of intelligence fo and children:
- 11 subtests
- Verbal intelligence includes aspects like voca arithematic, information digit span and similarities and comprehension;
- performance intelligence includes picture arrang block design, object assembly, and digit symbol subt

- WAIS III-14 subsets (1997)
- WISC-13 SUBSETS(6-VERBAL,13 PERFORMANCE)

1. Picture completion
2. Information
3. Coding
4. Similarities
5. Picture arrangement
6. Arithmetic
7. Block design
8. Vocabulary
9. Object assembly
10. Comprehension
11. Symbol search
12. Digital span
13. Mazes

Wechsler Adult Intelligence Sca (WAIS)

- The Wechsler Adult Intelligence Scale (WAI IQ test designed to measure intelligence an cognitive ability in adults and older adolesc
- 11 subtests-2 general heads
- Verbal IQ-information, digit span, vocabula comprehension & similarity subtest
- Performance IQ-Picture completion, picture arrangement, block design, object assembl symbol subtests

Other individual intelligence te

- Differential ability scales
- Provides ability profiles foranalysing and diagnosing

1. learning difficulties,.
2. Assess changes in abilities over time
3. Identify,select& classify children with learning disabil
4. Consists of 20 subtests-5 diagnostic subsets,3 achieve tests(number skills,spelling word reading)

- Detroit test of learning aptitude-The test is described as a measure of developed abiliti

There are four principal uses for the test:

"(a) to determine strengths and weaknesses a developed mental abilities,

(b) to identify children and youths who are significantly below their peers in important ab

(c) to make predictions about future performa

(d) to serve as a measurement device in resea studies investigating aptitude, intelligence, an cognitive behaviour"

Detroit test

- Designed for children ages 3-9, takes 15-45 minutes
- includes articulation, conceptual matching, draw a p letter sequences
- 4th edition-6-17 yrs-50-90 minutes
- Word opposites , reversed letters, story constructio sentence imitation
- Scoring-Percentile ranks , standard scores and age equivalents for10 subsets and composites
- This test not only measures basic abilities, but also s the effects of language, attention, and motor abilitie test performance.

- **Kaufman's Intelligence tests** –assess abilities from 2.5 to 1
to solve problems requiring simultaneous and sequential m
processing
- Includes achievement scale-acquired skills in reading and arithematic
- Designed for pre-school, minority and exceptional children
- individually administered measure of verbal (vocabulary su
and non verbal (Matrices subtest) **intelligence**.
- The KBIT-2 generates three scores: Verbal, Non Verbal and overall **IQ** composite.
- 13 of 16 gamelike tests -Administered in 35 to 85 minutes
- Scores are obtained in 4 areas
- Sequential processing
- Simultaneous processing
- Mental processing
- Achievement

KBIT

- he KBIT-2 test can be used in educational, clinica research arenas.
- In 1990 the first KBIT test was introduced and tl Kaufman Brief Intelligence Test 2 (KBIT-2 test) fo in 2004.

.Additionally, this test is also able to identify high-r children through large-scale screening who may re more comprehensive evaluation.

This test is developed by leading cognitive ability e Alan and Nadeen Kaufman, therefore, it is assume this test provides highly valid, reliable results and i useful for a broad range of purposes

- **Das–Naglieri cognitive assessment system** test is an individually administered test of cognitive functioning for children and adoles ranging from 5 through 17 years of age that designed to assess the
- Planning
- Attention
- simultaneous
- successive

- Testing time-40 minutes
- Subtests are grouped under 4cognitive processes of pass model;
- ***Planning***

1. MATCHING NUMBERS
2. Planned codes
3. Planned connections

Attention

1. Expressive attention
2. Number detection
3. Receptive attention

Simultaneous

Non-verbal matrices,

Fiqure memory

Successive

Sentence repetition

Speech rate age 5-7

Sentence questions 8-17 yrs

Group Intelligence Testing

- Multidimensional Aptitude Battery (MAB
- Shipley Institute of living scales
- Cognitive Abilities Test
- Culture Fair intelligence test
- Raven's Progressive matrices

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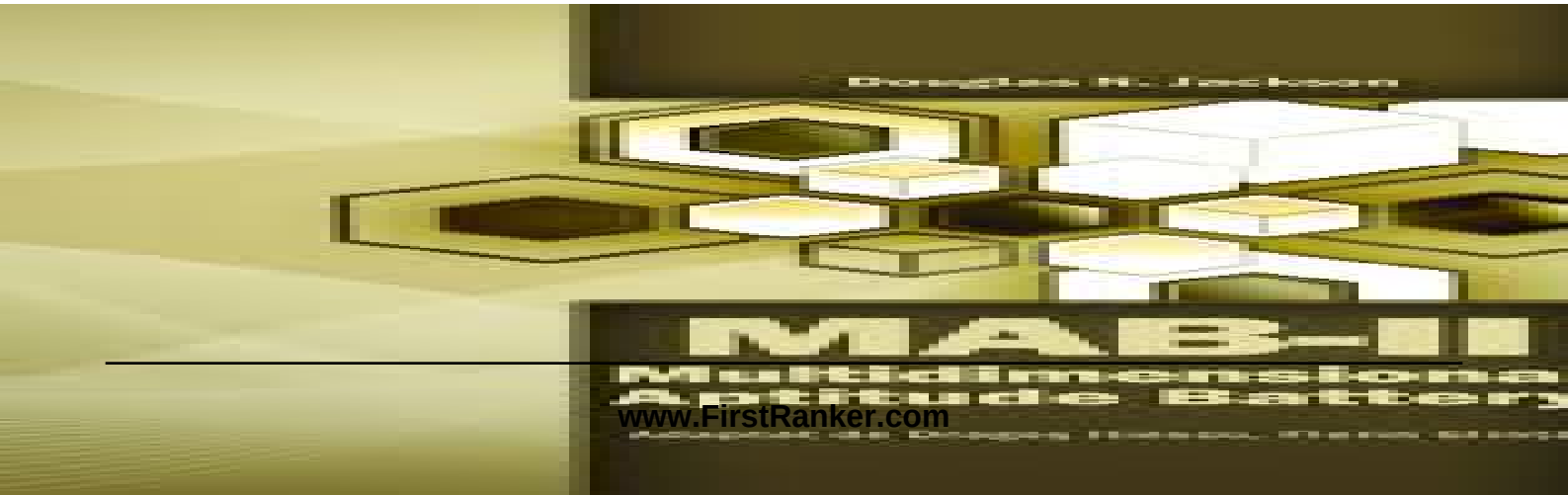
- The **Multidimensional Aptitude Battery** group-administered intelligence **test** crea by Canadian psychologist Douglas N. Jack which is supposed to measure Verbal, Performance and Full Scale IQ.



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- Sub scales-

Verbal scales-

- Information – accumulation of knowledg
- Comprehension – ability to evaluate the behaviour
- Arithmetic's - numerical problem solving
- Similarities -
- Vocabulary

- Performance scale –
- Digit Symbol – learning of new coding an skills
- Picture completion -
- Spatial – ability to visualise about the vis objective in different position
- Picture arrangement
- Object assembly

Shipley Institute of living scale

- Create to measure an individual's cogniti functioning abilities and mental impairm

- Sub tests- 10 minute per section

Vocabulary tests -40 multiple choice

Eg : ship- house, tree , fork , boat

Abstract thinking test -20 abstract thinking

ABDGK.....

Cognitive Abilities Test

- First test used for widespread use in school syste
- The cognitive ability test is another name for ap tests or intelligence tests.
- Measures students learned reasoning and probl solving abilities
- The CogAT is a multiple choice exam that is used assess cognitive development among children.
- Focus on 3 areas linked to academic success in s
- Verbal
- Quantitative
- Non-verbal

CogAT

- The CogAT is made up of three sections

Battery	Sub tests
Verbal	Picture/Verbal AnalogiesSenter Completion Picture/Verbal Clas
Quantitative	Number AnalogiesNumber Seri Puzzles
Nonverbal	Figure Matrices Figure Classifica Folding

Cog AT

- Verbal classification:
- List of 3 words are given which are alike
- choose a word for selection of 5 choices

Sentence completion:

Given a sentence with the word left out.

Verbal Analogies:

Given 3 words: 2 words go together;3rd wo
goes with the answer from the choice

Quantitative

- Quantitative relations:
- 2 problems given with 3 answer choices. student has to determine whether answ greater,less than ,equal to
- Number series
- Equation building-Given numbers and sig

Non verbal

- Figure classification:

3 pictures are given that are alike in some wa

3 answer choices and 5 pictures are given.

Choose the figure that goes best with answer choices

Figure analogies:

3 figures are given

Two go together;3rd from answer choice

Figure analysis

Culture-Fair Intelligence Test (CFIT)

- Fluid intelligence test in 1920 by Raymond B Catell.
- Reflects theory of fluid intelligence and crys intelligence
- Fluid intelligence- made up of abilities that non verbal,do not depend on exposure to s or experience.
- It is the general mental capacity for probler solving
- Crystallised intelligence-acquired skills and knowledge, reflects particular educational experiences and therefore culture related.

CIT

- It is composed of three scales:

Scale I for ages 4 to 8

Scale II for ages 8 to 12 and average adult

Scale III for high school students

Consists of 8 subtests

Scale I – 8 Sub tests-mazes, copying symbols, identifying similar drawings, non verbal tasks

- Series sub test – where sequence of drawing completed by choosing among response opt
- Classification sub tests- Respondents selects drawing that is different from the other draw
- Matrices sub test – require completing matr pattern
- Condition sub tests – requires a respondent identify which of several geometric drawing certain specified condition

Raven’s Progressive matrice

- Raven's Progressive Matrices (often refe to simply as Raven's Matrices) or RPM is nonverbal group test typically used in educational settings. It is usually a 60-ite test used in measuring abstract reasonin regarded as a non-verbal estimate of flui intelligence.

- Consists of only designs and patterns and n verbal statements
- Can be administered both to literates and illiterates. RPM is a nonverbal group test ty used in educational settings
- It is made of 60 multiple choice questions, l in order of difficulty.
- This format is designed to measure the test taker's reasoning ability, the eductive ("mea making") component of Spearman's g (g is c referred to as general intelligence)

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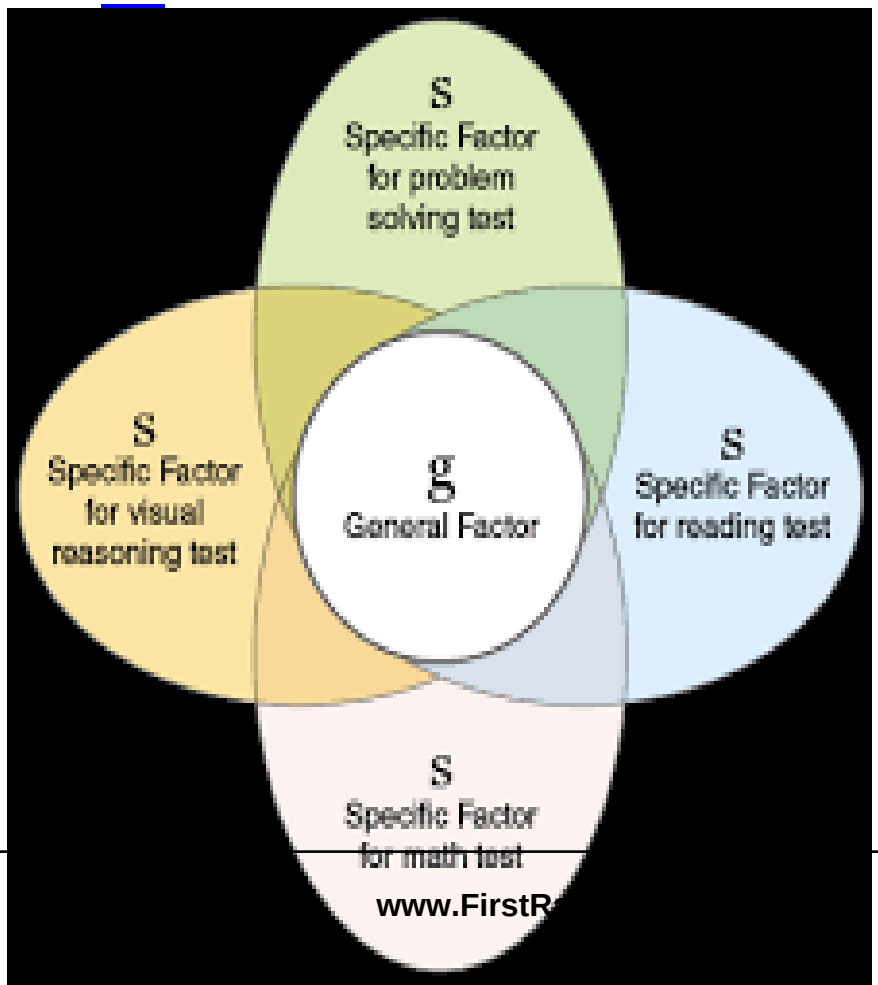
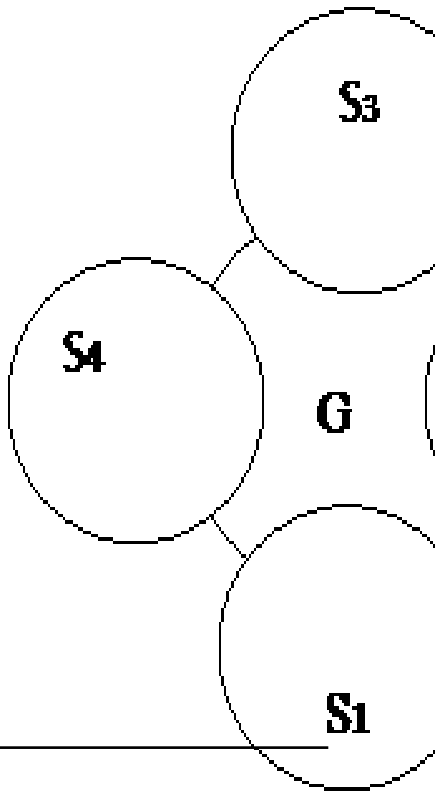
- The general intelligence, *g*, influences th performance on all mental tasks, while a component influences abilities on a parti task.[7]





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- **Raven's Progressive Matrices** (often referred to simply as **Matrices**) or **RPM** is a nonverbal group test typically used educational settings.
- It is usually a 60-item test used in measuring abstract rea regarded as a non-verbal estimate of fluid intelligence.[
- 1] It is the most common and popular test administered to ranging from 5-year-olds to the elderly.[2]
- It is made of 60 multiple choice questions, listed in order difficulty.[2
-] This format is designed to measure the test taker's reaso the eductive ("meaning-making") component of Spearma often referred to as general intelligence).
- The tests were originally developed by John C. Raven in 19 each test item, the subject is asked to identify the missing that completes a pattern.
- Many patterns are presented in the form of a 6×6, 4×4, 3 2×2 matrix, giving the test its name.

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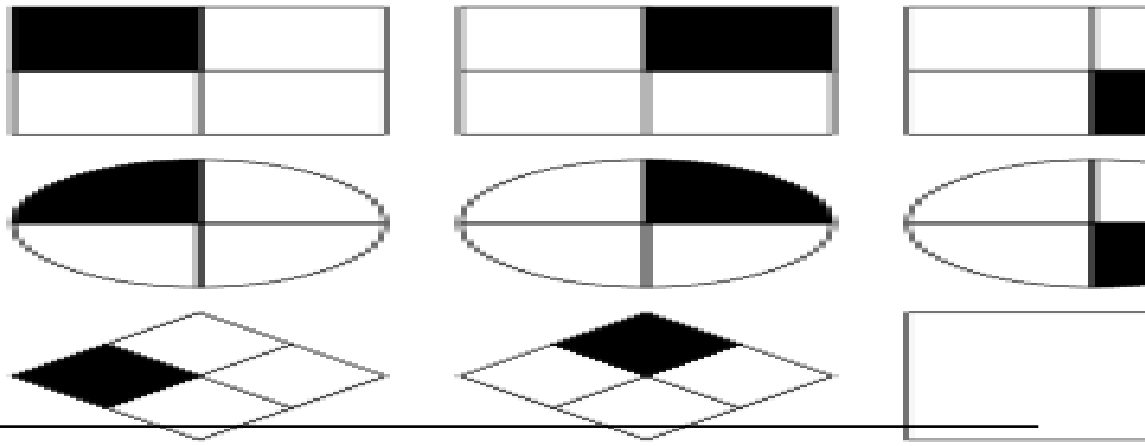
- All of the questions on the Raven's progre consist of visual geometric design with a r piece. The test taker is given six to eight c pick from and fill in the missing piece.[4]
- An IQ test item in the style of a Raven's Progressive Matrices test. Given eight pat the subject must identify the missing nint pattern



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The Matrices are available in three different f
for participants of different ability:

- Standard Progressive Matrices-This was developed to assess a person's intellectual at the time of testing him with design or pa
- Person has to find relation between designs perform task. The booklet comprises five se to E) of 12 items each (e.g., A1 through A12
- A and B-6 piece designs
- B & c-8 pieces of design. All items are prese in black ink on a white background

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- Coloured Progressive Matrices-Designed children aged 5 through 11 years-of-age, elderly, and mentally and physically impa individual participants.
- Tests the intellectual capacity of young children and people.
- Coloured progressive matrixes-assess a persons capacity of level of observation a clear thinking
- This is a language free test
- The scale has two sets A and b and ab se

Advanced Progressive Matric

- Persons who are above 11 years and tho who are above average in mental ability.
- Time limit
- The first set has 12 problems,2nd set con 48 items, presented as one set of 12 (set and another of 36 (set II).

Difference between individual tes
group test

Basic difference	Individual test	Group test
Sample size	Small sample	Ultra large samp
Format	Open ended	Multi choice
Examiner's role	Significant role,	Minimal role
Time factors	More time consuming	Less time consur

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Physical & personality test

- Physical abilities use tasks or abilities that require physical ability to perform
- Measure physical attributes and characteris
- Personality Assessment test:
- Personality means how people affect other how they understand and view themselves well as their pattern of inner and outer measurable traits and person situation interaction
- Not a single characteristic; multidimensiona nature with many interacting elements

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Personality assessment tes

- A personality test is a questionnaire or standardized instrument designed to aspects of an individual's characte psychological makeup. The first perso tests were developed in the 1920s and intended to ease the process of pers selection, particularly in the armed forces.

- the combination of characteristics or qualit that form an individual's distinctive charact

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Measuring personality:

- Personality rating methods
- Personality inventories
- Situational tests
- Projective methods

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Personality rating methods

- Rating is a term applied or judgment reg
some situation, object or character. Opir
are usually expresses on a scale of values
Rating techniques are derive which such
judgements may be quantified.

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Rating scales:

“is a selected list of words , phrases , sentences or p
following which an observer records value or rating
upon objective scale of values

- A rating scale is an instrument i.e. A list of que
that is set to enable the reviewer to indicate the
or intensity of the underlying characteristics
person.
- Description of the characteristics –clarity-rate
- Items on each scale must b described in such a w
know what they mean
- Items should be described in terms of behaviour

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- The description of the personality characteristic must be clear and we defir
- The item on each scale end must be desc
- It should be concrete behaviour

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Types of rating scale:

- Graphic scale
- A straight line is drawn and divided into many pa
  Each part-number of adjectives are written.
- Evaluator has to mark any of these.
- Length of the line-5 inches
- 3-5 adjectives are used
- Division on the line should be equidistant
- Graphic Rating Scale is a type of performance appraisal method. In this method traits or behav that are important for effective performance are out and each employee is rated against these tra The rating helps employers to quantify the beha displayed by its employees.

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Severity Rating Scale

Rating	Description	Definition (Severity of E
10	Dangerously high	Failure could injure the customer o ployee.
9	Extremely high	Failure would create noncompliance eral regulations.
8	Very high	Failure renders the unit inoperable use.
7	High	Failure causes a high degree of cus satisfaction.
6	Moderate	Failure results in a subsystem or pa function of the product.
5	Low	Failure creates enough of a perform cause the customer to complain.
4	Very Low	Failure can be overcome with modi the customer's process or product, minor performance loss.
3	Minor	Failure would create a minor nuisa customer, but the customer can ove without performance loss.
2	Very Minor	Failure may not be readily apparen tomer, but would have minor effec customer's process or product.
1	None	Failure would not be noticeable to and would not affect the customer' product.

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Graphic Rating Scale

Sloan Tool & Die, Inc.
Duluth, Minnesota

Employee Rating Scale

Employee: Javier Alva
Department: Accounting
Rated by: Irene Muharsky
Date: 3/17/01

Behavior:		Unsatisfactory	Questionable	Satisfactory	Ou
A.	Quantity of work	1	2	3	
B.	Quality of work	1	2	(3)	
C.	Work initiative	1	(2)	3	
D.	Efficiency	1	2	(3)	
E.	Overall	1	2	(3)	

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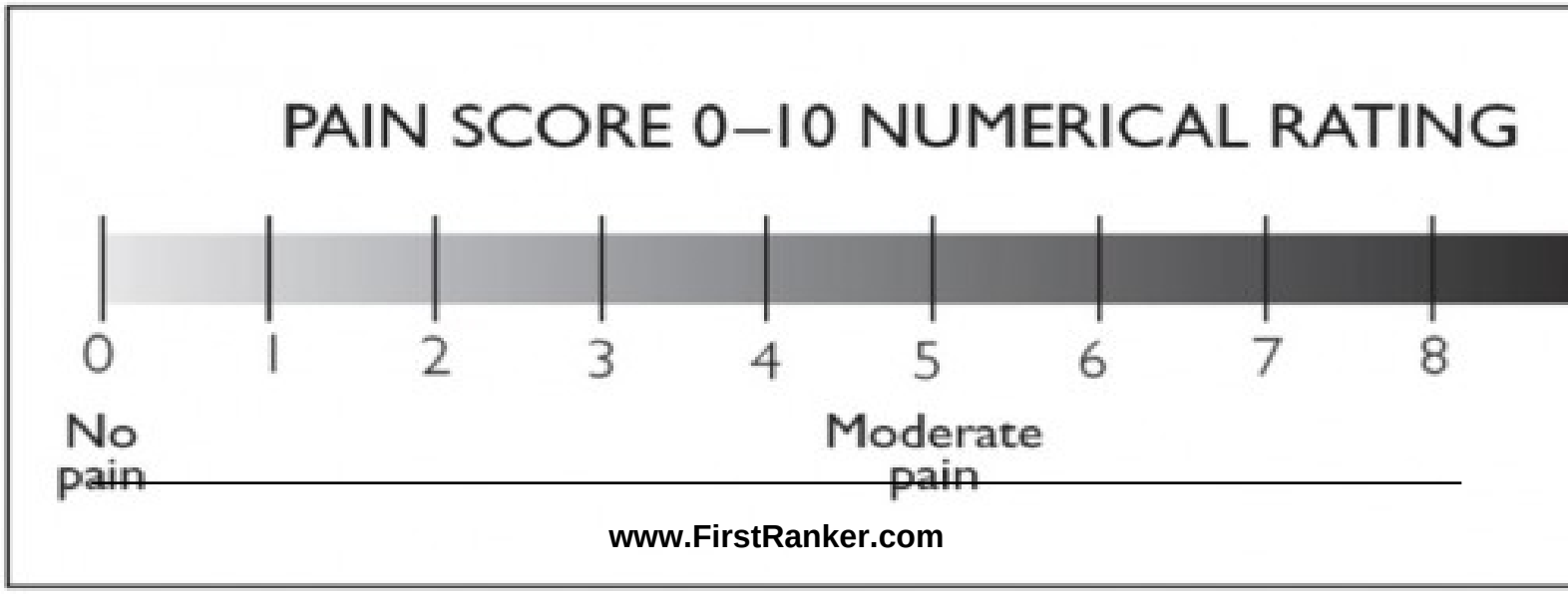
- Numerical scale:

Marks as associated with certain indicators

Data that are counted or measured usi numerically defined method are c numerical (quantitative).

Three point, five point seven point scale



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- Ranking order: Statistical technique, rank are mentioned in descending order.
- A **Rank Order scale** gives the respondent a set of items and them to put the items in some form of**order**. The measure '**order**' can include such as preference, importance, liking, effectiveness and so on. The **order** is often a simple ordinal structure (A is higher than B)

- Paired comparison scale – each person compared with othe group
- The **Paired Comparison Scaling** is a comparative scaling tec wherein the respondent is shown two objects at the same t is asked to select one according to the defined criterion.

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Rank order

1. What's your favorite amusement park? Select your top 3:

(Each respondent could assign numeric rankings to the response choices. Respondents were prohibited from as
same ranking more than once.)

Response	Weighted score
Six Flags Magic Mountain	
Hershey Park	
Walt Disney World	
Busch Gardens	
Universal Studios	
King's Island	
Total respondents:	0% 20% 40% 60%

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Paired comparision

1. PAIRED-COMPARISON SCALE

(Data: Ordinal)

"Among the four pairs of brands, for each pair, p
indicate which one of the two brands of shampo
pair you would prefer for personal use." –

____Sunsilk	____Garnier	____Pert
____Pantene	____Sunsilk	____Garnier
____Garnier	____ Pantene	____Pert
____Pantene	____Pert	____Sunsilk

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Forced choice scale

FORCED CHOICE METHOD

Criteria	Rating	
1.Regularity on the job	Most	L
•Always regular •Inform in advance for delay •Never regular •Remain absent •Neither regular nor irregular		

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Forced choiced scale

- Forced choice refers to a specific format response options in survey questionnaire a forced choice format, respondents are given a specific option to reflect a "nonresponse" type choice, such as "no opinion," "don't know," "not sure," or "n applicable." Respondents must select a response choice that provides a specific answer to the survey item.

Rating interview-

The interviewing process often includes the of rating scales that the interviewers (also c "raters") use to evaluate the quality of the interview and lead to some kind of recommendation of the candidate for the j question.

Assess personality characteristicsof a subje a standardised rating scale.

Discusses worker's achievement

- Situational tests: real life conditioning ar simulate
- Candidate's spontaneous reactions will b recorded
- It is done in a group and based on them
- It include role play, case studies, group discussion

Types of situational test:

Derived from latin word socius –social; me
measure by Jacob L Moreno

Sociometry : the study of relationships wit
group of people.

Assess the positive and negative links betw
persons within a group.

Sociometry is a way of measuring relations
between people. Sociometric tests can incl
variety of procedures used within social gr
measure social status, popularity, peer
acceptance or rejection and reputation

Sociometry

- Used to evaluate group structure
- Measure amount of organization shown social group-sociometric test
- Made in respect to work, home , school groups
- Determines position of each individual in group in which he has to function

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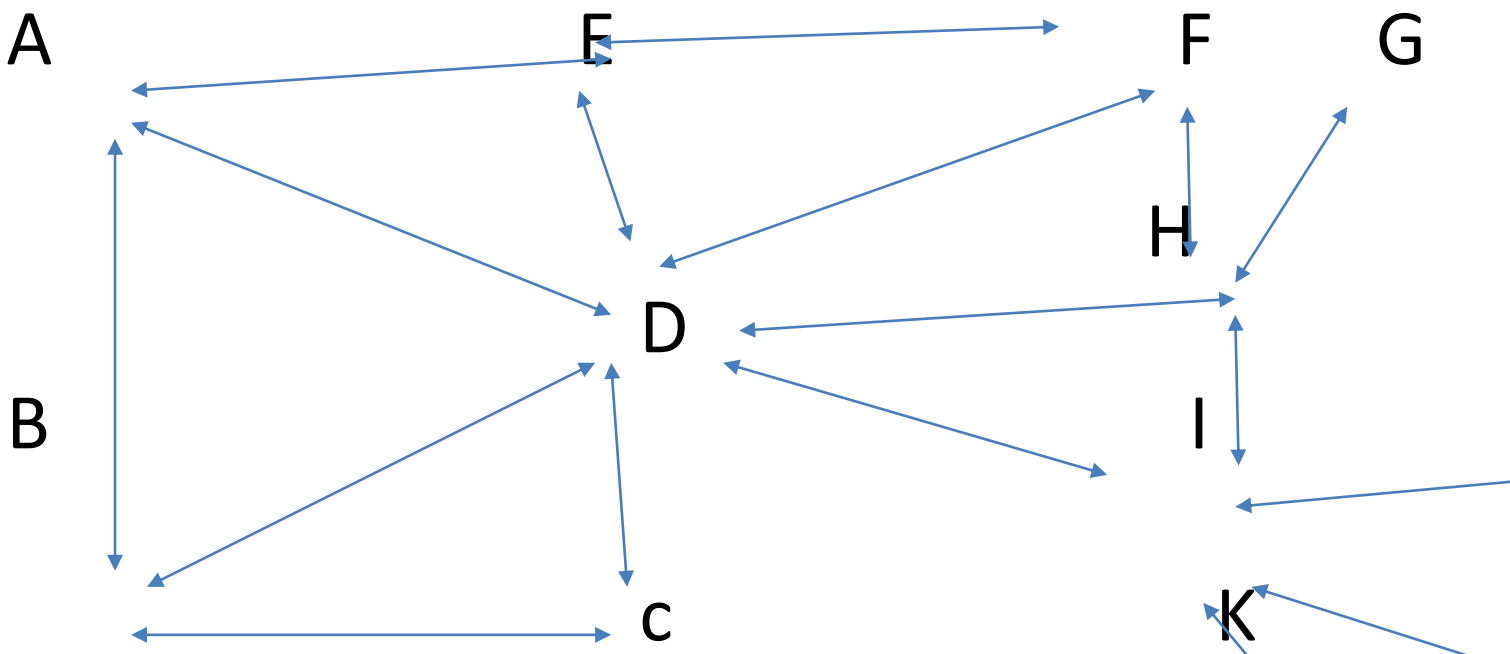
CONSTRUCTION OF A SOCIOGR



D is a star –chosen by most of the members

J and g are unpopular

D serves as a bridge

ABCD has all channel communication

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- Diagrammatic representation of patterns showing interpersonal relationship
- This indicates choices, preferences, likes, dislikes,interaction between individual members in a group
- Gives a visual picture of sociometric stru of a group

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Various kinds of interaction in Sociometry tes

- Social networks- a specific set of linkages ar defined set of people cluster
- Prescribed clusters- formal group within ne
- Emergent clusters – cluster of people who temporarily align together to attain certair objective
- Cliques- relatively permanent informal grou involving friendship
- Liaisons - individual who connect two or m cluster but are no members of any cluster
- Bridges : connection as a linking pins by belonging to two or more clusters

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Importance of sociometry:

- Help to measure and build relationship
- Provide rich data
- Helps in group development
- Enhance group and individual perceptive

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Psychodrama

✓ A body of philosophical, therapeutic, educational, action based techniques-J.L Moreno

- Action techniques in which individuals us enactment to explore material that is identified specific and personal to them.

Psychodrama is an action method, often us a psychotherapy, in which clients use spontaneous dramatization, role playing, a dramatic self-presentation to investigate a gain insight into their lives.

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Elements:

Stage- concrete situation within which protagonist can be brought to life

- Protagonist- is a person whose story is being ena told. .
- the leading character or one of the major charac play, film, novel, etc.

Director – professional therapist who leads action planning.

He takes decisions involving what material

Auxiliary ego-is the position taken by other particip role-playing exercise, or psychodrama, in order to s particular situations for the protagonists.

role they take and what experience they bring to it.

Audience

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Socio drama:

Variant of psychodrama

- A sociodrama is a dramatic play in which several individuals spontaneously enact so situations to understand situations more f
- Assign roles for the purpose of studying an remedying problems in group or collective relationships.

Enact various solutions to social problems.

- After each sociodrama, they have to debri an enactment and note what was learned
- Brainstorm, problem solving and closure

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Difference between Socio and Psychodrama

PSYCHODRAMA	SOCIOMETRY
EXPLORE INNER WORLD OF THE PERSON	SOCIAL WORLD
INTRAPERSONAL	INTERPERSONAL

Advantage of situational test:

Reveals personality characteristics

Superior to rating methods

Convenient

Useful in selection

Disadvantages:

Time consuming

Expensive

Personality inventories

- Francis Galton in 19th centaury
- Designed to assess the stable and enduring characteristics of a person that may affect j performance and workplace behavior.
- Inventories are known as questionnaires or
- Respondents are given list of statements in standard order with fixed set of response
- Responses-assigned ratings to yield numeri scores options

Types of inventories

- Bell adjustment inventory:
- Assesses individuals adjustment in variet situations
- Consists of 160 items & 4 subscales: hom health, social, emotional
- High scores-poor adjustment; low scores better adjustment

Bernreuter test

- Robert G bernreuter-personality traits
- 125 questions-6 scales-B1N,B2S,B3-I,B4-
  & F2S(BIPOLAR)

Personality characteristics of industrial and other organisations

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California Personality invento

- *Created by Harrison Dough in 1956
- Purpose-to measure and evaluate an individual interpersonal behavior and social interaction
- 434-true-false questions;18 scales

1. Measure of poise, ascendancy, self assurance interpersonal adequacy
2. Measure of socialization ,responsibility, intrape values, and character
3. Measure of achievement potiential & intellectu efficiency
4. Measure of intellectual modes and interest mo

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Minnesota personality scale

- Has separate forms for men and women
- Rates following aspects of personality

1. Morale
2. Social adjustment
3. Family relations
4. Emotionability-degree of stability
5. Used for last 2yrs of high school, college a sometimes adults
6. Five choices-agree, strongly agree, undeci disagree,strongly disagree

- Minnesota multiphasic personality inven
- 550 items, item is printed on separate ca
- Inventory-indicates personality traits of t individual
- One has to respond to questions with an "yes, no ,doubtful in the box provided.
- Responses are evaluated

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Cornell index

- Standardised questionnaire for males only
- 101 items fall into 2 categories

1. Those differentiating sharply between per
   with serious personality disorders

(Does worrying continually get you down)

2. Those concerned with bodily symptoms-tro
with food digestion

Response should be “yes or no”

Effective in showing presence of anxiety state
migraine,peptic ulcers, convulsive disorders,
asthma

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Myer briggs type indicator

- Based on Carl jung's theory of personality
- Useful in promoting personal growth, self awarene leadership skills, team building, career developme improved interpersonal skills.
- Yields scores on 4 bipolar dimensions:

1. Introversion-extroversion
2. Sensing-intuition-*Sensing* and *intuition* are the information-gathering (perceiving) functions.
3. Thinking-feeling-are the decision-making (judging functions. Based on the data received from their information-gathering functions

Subjective	Objective
Perception	Intuition/Sensing
Judging	Feeling/Thinking

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- **Introversion** (thinking things through) more than Extra
(interacting with people)
- **Sensing** (perceiving tangible facts) more than iNtuitior
(perceiving new possibilities)
- **Feeling** (making decisions using subjective values) mor
Thinking (making decisions using objective logic)
- **Judgement** (an organised lifestyle) more than Percept
flexible lifestyle)

Myers-Briggs Types

ISTJ	ISFJ	INFJ	INTJ
ISTP	ISFP	INFP	INTP
ESTP	ESFP	ENFP	ENTP
ESTJ	ESFJ	ENFJ	ENTJ

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Projective methods

- A **projective** test is a personality test desigr let a person respond to ambiguous stimuli, presumably revealing hidden emotions and internal conflicts projected by the person ir test
- Assess the way people respond and interpr inkblote and pictures in which motives and feelings are not clear.
- This is a sign of projection of their own uncontrollable feelings, emotion, personali characteristics

Rorschach Ink blot test

- Herman Rorschach-1921.
- determines the emotional and impulsive tenden
- Possible mental disturbance , introversion and intelligence can be deduced
- Gives total image of testee's personality
- Test composed of 10 cards on which inkblots ap
- Five inkblots are of black ink, two are of black ar ink and three are multicolored, on a white backg
- Tester shows cards to the testee one by one an responds what each card portrays
- Tester notes verbal responses(silences , time tak respond , how he holds the card , non-verbal be

In next stage-what characteristics of inkblots led to his responses which are then noted, categorized &evaluated on factors such as:

1. Observation and movement testee has discerned from cards
2. Contents ascribed to inkblots-What the inkblots represent
3. Light and shadow observed by testee
4. Texture of the shapes that have been observed-hair, skin
5. Responses are analysed quantitatively and qualitatively

Thematic appreciation test

- Murray and morgon
- Individual is confronted with a situation and req to make a imaginary story and reveal his person
- The complete version of the test contains 32 pic cards. Some of the cards show male figures, som female, some both male and female figures, som ambiguous gender, some adults, some children, some show no human figures at all.
- One card is completely blank and is used to elic a scene and a story about the given scene from storyteller

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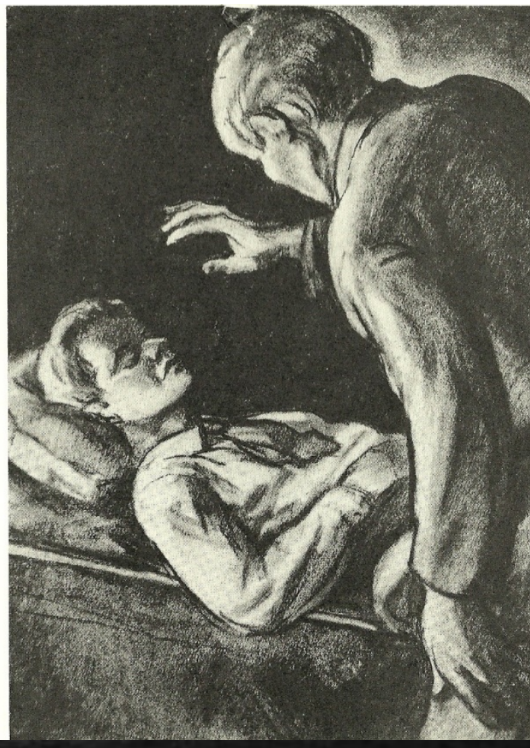

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- The subject is asked to tell as dramatic a story as they each picture presented, including the following:
- what has led up to the event shown
- what is happening at the moment
- what the characters are feeling and thinking
- what the outcome of the story was
- May be administered individually or in a group
- Each of these scoring categories attempts to measure following information:
- —Story Design measures an individual's ability to iden formulate a problem situation.
  —Story Orientation assesses an examinees level of pe control, emotional distress, confidence and motivatio
  —Story Solutions assesses how impulsive an examinee addition to evaluating the types of problem solutions provided, the number of problem solutions that exam provide for each of the TAT cards is summed.
- Story Resolution provides information on the examine ability to formulate problem solutions that maximize b short and long-term goals.

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5 different aspects

- Hero-When there is a older and younger women it is clear younger is hero
- Need of the hero : identify needs motives , desires of the hero
- Identifies the presses: Any environmental factor that may interfere with her needs
- Scoring for themes: nature of interplay and conflict between needs and presses-type of emotions elicited by the conflict how it is resolved
- Scoring for outcome-comparative strengths emanating from the hero, strengths of the environment, amount of hardship, frustration experienced, degree of success and failure, happy and unhappy endings.

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Children appreciation test

- 3-10 age group
- 10 cards-Depict animal characters
- Should focus on identification of 10 characters
- Main theme
- Main hero
- Main needs and drives of hero
- Conception of the environment
- How figures are seen
- Significant conflicts
- Nature of anxieties
- Main defence against conflict and fears

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Picture projective tests

- General purpose instrument with improv psychometric qualities
- Section of 30 pictures
- Had to show a promise of eliciting meani projective material
- Most but not all had to include more tha human character
- About half of the pictures had to depict affective expression, active poses.

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Word association tests

- List of words is presented to a subject who is asked to respond with the first word or idea that comes to his mind
- Many of the words appear to be emotionally neutral
- Special interest are words that tend to elicit personalized reactions
- Amount of time taken before beginning each response and the response itself

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Stimulus word	Reaction Time Unit 0.2 second	Reaction	Re
to sing	9	nice	+
dead	15	awful	?
long *	40	the time, the journey	?
ship †			+
to pay	11	money	
window	10	big	hi
friendly	50	a man	hu
to cook	10	soup	+
ink	9	black or blue	+
angry			ba
needle	9	to sew	+
lamp	14	light	+
to sin			
bread	15	to eat	+
rich * †	40	good, convenient	+
yellow	18	paper	co
mountain	10	high	+
to die	15	awful	+
salt †	25	salty	+
new			go
custom †			
to pray			
money †	35	to buy, one is able	+
pamphlet	16	to write	+
to despise †	22	people	+
finger †			
dear	12	thing	+
bird	12	sings or flies	+

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* Donates misunderstanding. † Denotes repetition of the stimulus

Drawing tests

- Relevant for children as his thoughts and feelings float into his drawings unwillingl
- Draw a person test-certain graphic expressionsnwithin drawings reflect personality characteristics.
- Asked to construct a person of the oppos gender drawn

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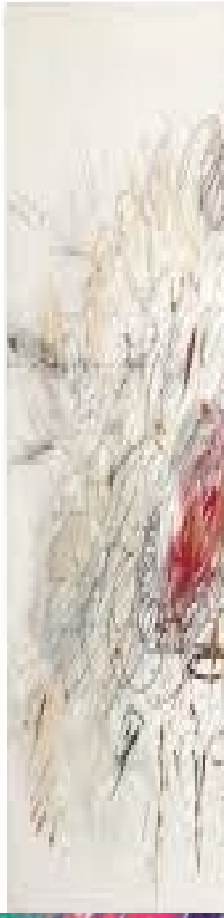
Verbal tests

- Story telling
- Sentence completion test: A person who does not use lakes is being thoughtful of
- the ecosystem
- Projective questionnaire: situations totally correlated to the job or organization are given
- Painting tests:
- Great way of expressing negative emotior re-ordering and re-evaluating the way we express ourselves
- Helpful for children to talk about personal problems



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TYPING TEST

- Passage
- Scores-number of words typed per minute and r of errors made
- Typing speed and accuracy
- Techniques of typing
- Touch typing: hands are placed over the keyboa specific formation. position of the key is memor
- Hunt and peck type:
- Buffer method: looks at the source copy, menta stores one or several sentences and then looks a keyboard and types.

Shorthand test

- Process of writing in shorthand-stenography

Need

1) To deliver long phone messages
2) Environments where audiorecorders are forbidden-t information.
3) Health professionals may use shorthand notes in me charts

Computer proficiency test:

Measure of knowledge and competency

Components:

Word processing;

Email

Internet skills

Spreadsheets

Database

Interviewing

Interviews may be defined as face to
communication method for knowing s
information about the potential job candida
It is a process of collecting some informa
whether the candidates like the job or
Under these processes, job seekers invite
appear at the interview board with t
relevant academic and other qualifica
records

Feature:

- Pre arranged and planned process
- Two way communication
- Purposefully designed
- Conversation

Objectives:

Judgement of application

Information about the application

Developing confidence

Types of Interviews

- Preliminary interview -

Informal interview

Unstructured interview

- Core interview

Back ground information interview

Stress interview

Formal and structured interview

Panel interview

Group interview

Job and probing interview

Depth interview

- Decision making interview

Advantages: **for company**

- Provide information
- Helps to select a right candidates
- Improves goodwill
- Helps in promotion and transfer

For Candidate:

- Provide employment opportunity
- Helps candidates to accept or reject

Disadvantages:

- Expensive
- Subject to bias and persona traits

ineffective in some areas

- demands skilled interviewers
- Difficulty to analyse

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Interview process

Planning the interview
Getting started
Examining five interview areas
Examining strengths and weakness
Listing to what is being said
Digging for behavioural gold
Probing for specific
Using an interview check list
Allowing candidates to ask questions at the end
Explain procedures of selection and concluding with a happy note
Making decision

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Planning the interview

- Choose the appropriate types of interview methods
- Identify the knowledge, skill and administra arrangements
- Number of interview rounds
- Finalise the venue and interview coverage a
- Getting started

✓ Warm up

✓ Ground rules

Examining 5 interview areas

- Work experience
- Education
- Career goals and objective
- Specific opportunity
- Personal life hobbies

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Examining strength and weakn

- Strengths
- Weakness
- Why is should hire you?
- Self development

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Listening to what is being sa

- Listen with patience
- Understand the emotion of the speakers
- Restatement and summary
- Set aside time for Question & Discussion
- Avoid interrupting the speaker
- Talk less and listen more

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Digging for behavioural gol

- As opposed to an archeologically dig inv taking a specific incident or situation and delving into it deeply.

- Lead in - Probe – Probe – Probe

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Probing for specific

- Internal consulting skills
- Project management
- Attention to details
- Customer relationship
- Management styles

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- Spotting pattern
- Using an interview check list
- Allowing candidates to ask questions at t end
- Explain procedures of selection and concluding with a happy note
- Making decision

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Interviews in Publis Sector Undertaking

- Unstructured interview-co-incidental poo organized interview where there is no attempt to explore specific areas of information about the applicant
- Structured interview- careful systematic planning of interview

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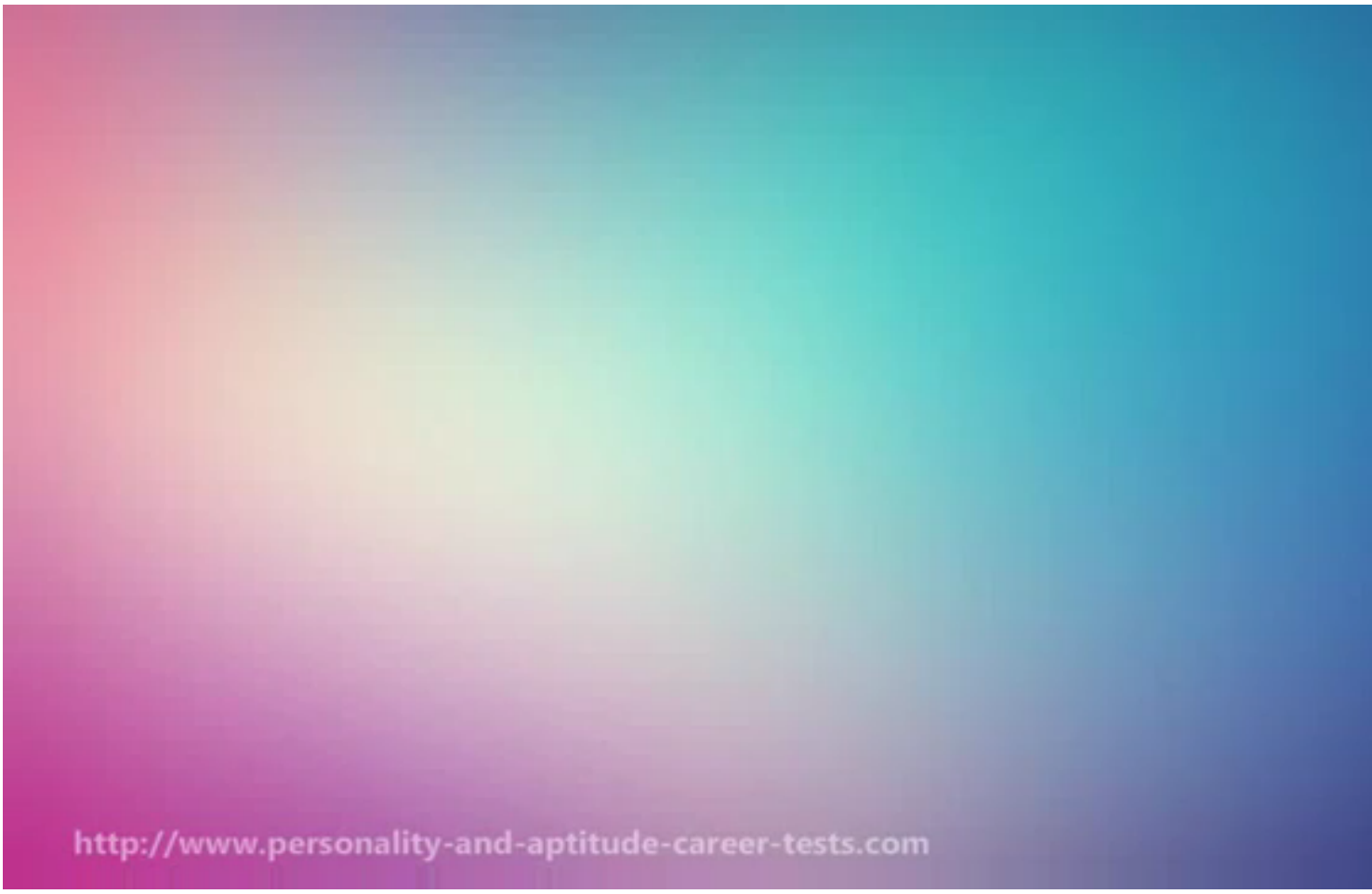

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