



# An Introduction to the 16PF5 Questionnaire

Part of our organisation's selection and development system involves the use of personality questionnaires. The reason for using these is simply to collect as much information as possible about each person to help make a fairer and more informed decision.

This leaflet is designed to help you prepare for the 16PF5 Questionnaire. It:

- introduces you to the Questionnaire
- gives you an idea of what to expect
- provides hints on how best to prepare yourself
- answers key questions, but remember that you can still ask questions before or at the testing session.

# Here are the answers to some important questions you may have.

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## Why am I being asked to complete a personality questionnaire?

The 16PF5 Questionnaire provides information about your preferences and your typical style in approaching various types of situations and tasks. Such information may be used by employers either to help gain a greater understanding of candidates who are applying for jobs or to highlight areas for development in existing employees. It may also be used by career counsellors to help understand the type of work environment that would best suit a person.

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## How will the Questionnaire work?

It depends on the context. In a selection situation, employers decide on the skills, competencies and personal qualities necessary for success in the role. The 16PF5 Questionnaire provides just one source of information about you that will be considered alongside all of the other information you have provided in order to reach a fair decision. When used for development purposes, the Questionnaire highlights ways in which your style may help or hinder you in your present role, and offers useful information which can be used to increase your likelihood of success and future promotion.

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It is important to remember that the results of the 16PF5 Questionnaire never tell the whole story and are always considered in the context of other sources of information about you.

The Questionnaire is not timed but will probably take about 40 minutes to complete. The Questionnaire will be scored and the answers assessed by a qualified assessor. The results will be considered along with all other selection and development methods in use.

## The Session

When you come to the session you may be asked to do several questionnaires or tests. The 16PF5 Questionnaire is untimed and there will be an opportunity to ask questions before you begin. Below are examples of the items contained in the Questionnaire. You will be required to read the items and choose the answer that is most appropriate to yourself. Remember there are no 'right' or 'wrong' answers.

### Examples

1. If I had my life to live over again, I would:

- a. plan it differently.
- b. ?
- c. live it pretty much as I have.

2. When I have to catch a plane or train, I feel hurried or anxious even though I have enough time.

- a. true.
- b. ?
- c. false.

3. I enjoy routine, constructive work, using an effective piece of machinery or apparatus.

- a. true.
- b. ?
- c. false.

At the end of the Questionnaire are some problem-solving questions. Each of these has one and only one correct answer.

4. Time is to clock as distance is to:

- a. speedometer.
- b. barometer.
- c. mileometer.

These examples will not be repeated in the Questionnaire itself.

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## How can I prepare myself for the 16PF5 Questionnaire?

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Prepare yourself by having a good night's sleep and arriving well in time.

- If you normally wear glasses or a hearing aid, remember to bring them with you.
- Read this leaflet carefully and make sure you understand what to expect from the Questionnaire you will be completing.

Remember if you have any questions, there will be an opportunity to ask them before beginning the Questionnaire on the day itself.

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