

Make  
**great**  
people  
decisions  
by using the  
**right**  
**tools**  
for the job

## select: great aptitude assessments

**Making *great* selection decisions depends on using the optimal tools, applied in the best way for your organisation.** Our aptitude assessment portfolio gives you ultimate **flexibility** when making crucial people decisions – from the innovative Saville Consulting Aptitude Assessments to the ground-breaking ABLE™ Series. Mix and match the tools that will best fit your requirements.

The risks associated with online ability testing have led us to advocate a 2-stage 'screen out, select in' approach to ensure that you only spend time interviewing those who genuinely have the aptitude you need for the job.

**Step 1:** a short online aptitude assessment



**Step 2:** an in-depth supervised assessment

### ***The impact:***

- You get more information in less time
- You can screen out candidates effectively and quickly
- You can evaluate the results of the select-in assessment alongside other personality or behavioural assessment data
- You're reinforcing your employer brand by offering a highly ethical, fair and quality process with no short-cuts
- Your candidates have a positive experience. The process is transparent to them so they're comfortable in knowing what to expect at each stage, and leave feeling good about you and your organisation

*"it's about reliably  
measuring ability"*



## Saville Consulting Aptitude Assessments for professionals, managers and graduates

OPP offers Saville Consulting Aptitude Assessments – a newly designed but proven range of tests for use at management and professional levels. We offer the choice of online or paper and pencil tests, combination assessments or separate tests enabling you to give candidates a streamlined selection experience.

### Screen out online with confidence

Online assessments help to screen out applicants on highly valid measures, early in the process, in the most cost-effective and fair manner:

#### Swift Analysis Aptitude

- **Short testing time:** The test gives a composite measure of analysis aptitude through a unique *combination* assessment covering three ability areas (verbal, numerical, diagrammatic) through short sub-tests (6 minutes for 8 questions). A total testing time of just 18 minutes for 24 questions ensure candidates remain engaged
- **Revealing reports:** The report details test-taking style (accuracy, speed, caution) and sub-scores on the three elements of verbal, numerical and diagrammatic analysis

Alongside this assessment we offer combined aptitude assessments for other job levels: Swift Comprehension Aptitude, and Swift Technical Aptitude.

### Select in with deeper information

At the next stage, where your applicant pool is reduced, these assessments are for secure, on-site administration:

#### Professional Aptitudes

- Aimed at experienced **professionals, managers and directors**
- The series features **separate verbal, numerical and diagrammatic analysis tests** of 20 minutes each
- Can be used as stand-alone measures or be compared to results from unsupervised online testing

#### Work Aptitudes

- Aimed at **graduates, technicians and team leaders**
- The series features **separate verbal, numerical and diagrammatic analysis tests** of 20 minutes each
- Can be used as stand-alone measures or be compared to results from unsupervised online testing

Alongside these assessments, we offer aptitude assessments for other job levels: Commercial Aptitudes, Customer Aptitudes and Practical Aptitudes.

# select: great aptitude assessments



– a ground-breaking way to measure the ability to learn

## The ABLE™ Series for professionals, managers and graduates

### How does my organisation measure ability to learn within its selection process?

Measuring **aptitude** – *what a person is likely to be capable of* – rather than **ability** – *what a person can do at a point in time* – is key to making great selection decisions and creating a high-performance culture. The ABLE (Aptitude for Business Learning) Series of exercises combines the richness of a work simulation with the objectivity of a psychometric instrument. The contextualised exercises teach then test to give a dynamic measurement of ability to learn.

The ABLE Series comprises ten separate paper and pencil assessments, which, critically, give much lower adverse impact than conventional tests. For professionals, managers and graduates, the core tests are:

Assessment	Measurement
<b>Business Decision Analysis</b>	<ul style="list-style-type: none"><li>● ability to discover concepts and acquire skills</li><li>● ability to discern patterns masked by complexity</li></ul>
<b>Critical Business Planning</b>	<ul style="list-style-type: none"><li>● ability to analyse and reason based on data</li><li>● ability to find structure in data</li></ul>
<b>Critical Information Analysis</b>	<ul style="list-style-type: none"><li>● ability to recognise adequacy of information</li><li>● logical reasoning and decision-making</li><li>● information-seeking and extraction of key data</li></ul>
<b>Commercial Reasoning</b>	<ul style="list-style-type: none"><li>● ability to prioritise and plan workloads</li><li>● project planning ability</li><li>● ability to recognise when information changes business priorities</li></ul>
<b>Financial Appraisal</b>	<ul style="list-style-type: none"><li>● analytical skills in a financial context</li><li>● ability to discover data relevant to financial decisions</li><li>● decision-making using financial data</li></ul>

### A positive candidate experience:

The tests are based on real-life scenarios to which respondents can easily relate. This helps to predict and measure an individual's potential to learn a given task or job, succeed quickly in that job, and adapt to a changing work environment.

# select: great aptitude assessments



– evaluate essential skills

## Critical Reasoning Skills Series

### How does my organisation measure essential work skills within its selection process?

Setting core work standards for your organisation is essential but can be challenging. The Critical Reasoning Skills Series provides a well-rounded and engaging assessment to evaluate essential verbal and numerical skills. The tests realistically imitate situations within organisations, so that respondents can comfortably interact with them.

The Critical Reasoning Skills Series comprises of paper and pencil assessments:

- Verbal Reasoning test
- Advanced Verbal Reasoning test
- Numerical Reasoning test

#### Level A qualified?

You can access all of OPP's aptitude assessments without any further training.

#### Not yet Level A qualified?

We offer a Level A programme, leading to the BPS Certificate of Competence in Occupational Testing. Our trainers have years of collective experience, which they weave in to their training, providing delegates with a rich and inspiring learning experience.

#### Consult us on designing flexible and insightful selection solutions

To ensure that the mix of assessments is right for your organisation – its culture, its size and resources – we offer consultancy throughout the selection process. When you involve OPP consultants in your process, you receive a flexible solution that your HR team and your managers can sustain, with maximum impact.

We have proven experience in helping organisations *make great hiring decisions* and *select potential* using world-class assessments. If you'd like to make not just 'good enough' but great hiring decisions, we'd love to talk to you.

[www.opp.eu.com/select](http://www.opp.eu.com/select)



unlocking potential

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