

APTITUDE ASSESSMENT | EMPLOYER JOB DESCRIPTION

Using a form of assessment as part of your interview process is optional, but may provide the interviewer with additional valuable information.

If you already use an assessment at your company as part of hiring processes, please feel free to include a link to that assessment or instructions about how to participate in this section of the job description.

If your company does not use such an assessment, please see below for example ideas and sample text you can use in this field of the job description.

BUSINESS OPERATIONS

- “Applicants invited for an interview may be asked to write a professional email response to a scenario as part of the interview process.”
 - Sample scenarios might include the following:
 - For the “New Staff” section of the company website, *please introduce yourself -- in no more than three paragraphs -- and include the following:*
 - Any hobbies you have;
 - Your favorite book or movie;
 - Anything about your background that other employees might find interesting;
 - Why you are excited to work for this company.
 - A customer named John Jones recently purchased a Model X blender and complains that it broke after three years of use. *In a professional email, please reply to the customer and share his options for either repairing or replacing the blender.* The information sheet you have about the blender states the following:
 - The model X blender has a warranty of two years.
 - Blenders that break outside of the warranty period can be fixed for \$40 + shipping.
 - The company can offer a \$20 coupon off the price of a new blender if the customer prefers to buy a new blender instead of fixing an old one.
 - A list of new blenders is available on the company website.

INFORMATION TECHNOLOGY

- “Applicants invited for an interview should be prepared to talk about their experience with computers, including any experience fixing them.”

ADVANCED MANUFACTURING

- The Weisen Test
- “Applicants invited for an interview should be prepared to talk about any experience they have building things or fixing things.”

HEALTHCARE

- “Applicants invited for an interview should be prepared to discuss any experience they have taking care of someone, such as a young child or an elderly person.”
- “Applicants invited for an interview should be prepared to take a basic math assessment, covering especially fractions, decimals, and percents.”

FINANCIAL SERVICES

- “Applicants invited for an interview should be prepared to write a professional email response to a scenario as part of the interview process.”
- “Applicants invited for an interview should be prepared to take a basic math assessment, covering especially fractions, decimals, and percents.”