



QUICK REFERENCE GUIDE TO PRE-HIRE TESTING

IT'S ALL ABOUT THE SKILLS: WHAT YOU NEED TO KNOW ABOUT PRE-EMPLOYMENT TESTING.

Spotting the top candidates can still be a bit of a headache for many employers. A big part of the problem is that companies focus on college degrees or work experience, even if these may not relate to how well someone can do the job. This means lots of amazing candidates can be left out of consideration.

But things are changing fast! More businesses are using pre-employment tests and starting to see that skills, rather than just degrees or work experience, are more accurate at showing who will thrive in the job.

HOW DOES PRE-EMPLOYMENT TESTING WORK?

This Quick Reference Guide walks you through the steps, from making a plan that meets your hiring goals to selecting the testing program and more.

Pre-testing your applicants provides you with an unbiased, data-driven tool that identifies the best candidates, before you hire them. It's the final validation that ties everything together and confirms that you're making the right hiring decision.

HOW DO YOU KNOW IF YOUR CANDIDATE HAS THE RIGHT SKILLS?

Some hiring managers still rely solely on resumes and interviews to see if candidates are right for the job. Pre-employment testing takes a different approach, because now you get real, proven info on how well a candidate fits your job needs.

The range of topics is wide enough to cover almost anything you need to test for, from skills to industry know-how to aptitude and behavioral traits.

You can decide the type of test and the best time in the hiring process to administer the tests. Test candidates earlier on, so you can focus on those who've got the abilities to move forward. This way, your HR team won't waste precious time on people who just aren't the right fit.

Or, you may only want to test final candidates to confirm your initial preferences. Some employers find it helpful to do a mix of both, so they get a full picture of who they're hiring. You can customize the tests and the timing to make it work best for you.

83%
of job applicants
misrepresent skills
on their resume

Fast Company 8.23.21

HERE'S HOW TO START

- Identify the job requirements or critical skills of the job description.
- Decide when to use tests in the hiring process - beginning, end, or both.
- Determine how test scores will factor into the hiring decision.
- Choose your tests from a proven test provider.
- Start testing and provide accessible and convenient testing options (if testing onsite).
- Review and evaluate the results by considering scores along with the candidate's other qualifications.
- Analyze your testing program to make sure it meets your objectives.

FAQS

We're already in the middle of the hiring process? Can this help?

Tests can be given at any point during the hiring process, but are often used with the final round of candidates. If you haven't picked your newest team member yet, then you can start testing candidates today.

We don't have much time or money to add a new tool.

Will these tests be worth it?

Trust me, we get it. This isn't meant to replace every part of your hiring process. Instead, you'll improve it with an extra layer of trusty data to help you choose the perfect candidate.

And guess what? In 5 short minutes, you can sign up and start testing candidates. They can take the tests from their home or your office. If you don't test and the new hire doesn't work out, imagine the time it will take to hire and train their replacement. Testing will boost your confidence in every hiring decision, which will ultimately save you time and budget.

I'm sold on testing in general. But what do we get with EmployTest?

100+ tests for behavioral, skills and aptitude ability. Our easy-to-use dashboard lets you test whenever you want, 24/7/365.

You'll get instant score reports, and with flexible pricing (no yearly contracts), you can scale up or down as your hiring needs change. And here's the cherry on top: our awesome, U.S.-based account support team is ready to help you out (real people, not just email or chatbots). We've got you covered!



*EmployTest
is a great tool
for us to use
in the pre-
employment
process.*

Stephanie M.
Director of Recruiting

*Financial Services
500+ Employees*

Try it for FREE!