SafeSelect Psychometric Assessments - Candidate Information

How do I get started?

You will receive an email invite, asking to create your PRISM account. The email invite will typically have the following details:

- From: safeselect@convergeintl.com.au
- Subject: You have been invited to complete assessments in PRISM

The email invite will have instructions how to activate your PRISM account for the first time, and how to return at any time.

What is this PRISM account?

PRISM is an online platform that SafeSelect uses to offer all psychometric assessments. By activating your PRISM account, you will have your own personal login to the PRISM platform.

Once you activate your account, you can return at any time by entering your email and password. You will be able to see what psychometric assessments have been offered or completed, and access any personal information held about you.

Note – neither SafeSelect or the employer/recruiter will provide any specific information on completed assessments.

What is psychometric assessment?

Psychometric assessments are objective, standardised measures of an individual's abilities, personality preferences and behaviour.

Psychometric assessments are used in recruitment to allow employers to better understand their candidates, and their suitability for the role. Psychometric assessments provide an insight into a candidate's potential, based on their personality, behavioural preferences and cognitive ability.

What types of assessments will I be asked to complete?

Your PRISM account will ask you to start one or both assessments:

1) *A cognitive ability assessment* - measures verbal comprehension, numerical reasoning and problem solving. This is a game-based assessment called Cognify, which requires you to move through a series of modules or 'games' to complete the assessment.

Your games

You must complete all games to finish your assessment. The following games have been included in your assessment package, and will take approximately 20 minutes to complete.

2 Minutes	3 Minutes	4 Minutes
Tally Up	**NumBubbles**	**Short Cuts**
3 Minutes	3 Minutes	5 Minutes
Grid Lock	**Resemble**	**Proof It!**

2) *A personality and behaviour assessment* – This is a multiple-choice assessment measuring different aspects of your personality, behavioural preferences and work style. There are no right or wrong answers.   Choose   the   most   applicable   answer

People tend to be successful mostly through working hard.
People who achieve things in life are mainly those who tend to have good luck.

How long will the assessment take?

1) *The cognitive ability assessment* - consists of several games or puzzles that are individually timed. Each game or puzzle takes less than five minutes each, and typically takes 30 minutes to complete all. There are no restrictions on how many times you can repeat the tutorials before each game.

2) *The personality and behaviour assessment* – is untimed, and you can take breaks at any time, though many complete it in approximately one hour. If you do take breaks, you can see your progress when you log in and between sessions.

Can I prepare for the assessments?

1) *The cognitive ability assessment* - When you access the cognitive ability assessment you will be required to complete a number of practice assessments before you complete the actual assessment. This is the best way to prepare. It is a requirement that you pass the practice assessment before you are able to go on to complete the actual assessment. This ensures you understand how to use the program and are capable of completing the assessment.

2) *The personality and behaviour assessment* - This assessment is based on your preferences, values and beliefs and therefore there isn't any preparation you can do prior to the assessment. We recommend that you answer all questions honestly, and go with your 'gut feel' and first instinct when answering the questions. It's best to move through the questions relatively quickly, rather than over-thinking your answers. Generally your first response will be the most accurate.

When can I start the assessments?

As soon as you receive the PRISM invite, we strongly recommend you activate your PRISM account. Your PRISM Account lists what assessments you have been invited to, and the End Date when they must be completed by. You can return to any assessments by the end date.

If you cannot complete by the End Date, please speak with your employer/recruiter. They will advise if they are able to extend the deadline. This is not always possible.

My Employer/Recruiter said the assessments were supervised?

Always activate your account as soon as possible. Your account must be activated before you can take part in a supervised assessment.

You will know if your assessment is to be supervised when you click Start Test. After you complete the Background Information, a pop-up box will appear asking for Supervisor email and password. You cannot proceed until the Supervisor enters their details. Then proceed as normal.

What kind of environment should I be in to complete the assessments?

We recommend the following conditions for when you complete the assessments:

- Ensure you are comfortable, relaxed and well rested and wearing any required glasses or contact lenses.
- You are in a quiet environment that is free from distractions and interruptions (e.g. noise, phones, other people) and have turned off your mobile phone.
- Not suffering from any temporary illness or condition that would prevent you from doing your best on the assessments.
- Not affected by alcohol or other drugs that would prevent you from doing your best on the assessments.
- Not receiving help from others when answering assessment questions.
- If completing assessments as part of a job application, aware that you will not be able to complete the same tests again for 12 months.

What are the computer system requirements for the assessment?

- The assessments work best on a laptop or desktop computer. The computer can be Microsoft Windows or Apple Mac based.
- A mouse is recommended when completing Cognify assessments, as it is more responsive than a trackpad.
- The assessments may be completed on the latest version of the following web browsers:

  - Google Chrome - click to install Chrome
  - Apple Safari click for further instructions from Apple,
  - Mozilla Firefox click to install Mozilla Firefox,
  - Microsoft Edge click to install Microsoft Edge,
- Pop-up blockers are disabled (turned off)

What should I do if I need technical help?

Cognitive Ability Assessment

For further assistance completing the Revelian Cognify assessments, contact our Revelian Technical Specialists directly via

- Online chat support – look for the chat bubble on screen before and after the test
- Telephone direct to Revelian Technical Specialists - 1300 137 937.
  - Between 7:30am & 9:30pm AEST Monday to Friday
- Online: https://app.revelian.com/contact.cfm

Personality and Behaviour Assessment and General Access Queries

For further assistance regarding the SafeSelect Behavioural assessments, or any general queries about the overall process, contact our SafeSelect team directly via:

- Telephone: 1300 777 233
    - select option 1 for Service Desk
    - between 9:30am & 4:30pm AEDST Monday to Friday
- Email: safeselect@convergeintl.com.au