Guide to Completing
Psychometric Assessments

Gatewaybank

Gateway uses several online assessments, generally after or midway through the interview stage. For most positions there are two assessments that are behaviour-based. However on occasions we also use abilities tests.

The purpose of this guide is to provide a little more information on the assessments that may be used, as well as to provide a few tips.

Assessment Tool	Description/Tips
Behavioural Profile – PPA also known as DiSC *Approx. 10-15 mins*	We generally use a PPA profile from Thomas International, which is otherwise known as the DiSC profile, as our behavioural profile. This tool will help us to understand how you prefer to behave within a work setting. We can ensure that your preferred behavioural style is likely to help you to be successful in the position. Please note, that doesn't mean that there is only one perfect style for each position. Different combinations of behavioural styles will contribute to someone being suitable for the role. The psychometric assessment is only one part of our decision-making process. We will base our decision on the full picture of you as a candidate from your initial application, interviews, psych assessment and reference checks.
Tips for Completing the assessment:	o This is a very quick assessment that will take around 10-12 minutes to complete. o It is very important that your context when completing the assessment is: "when I am at work I am…" o Don't over think your responses or try to influence the results – you might not get the outcome that you want!
Emotional Intelligence Assessment EQI 2.0 *Approx. 15 mins*	Emotional Intelligence is defined as – *The capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically.* The Emotional Intelligence assessment we use is the EQI 2.0 tool from MHS. You will be required to rate a series of around 130 statements on a scale according to how much they apply to you.

Tips for Completing the assessment:

- There is no time limit for completion; however it is expected that most people would take around 15-20 minutes.
- It is important that you do not try to create a more positive impression when completing this assessment. If it appears that this has happened, it will trigger the fail-safes which highlight this in the report.
- Another reason why you should respond honestly is that high scores on this assessment do not mean a better outcome. The EQI assessment takes into account the balance between factors, so attempting to create a positive impression in one area may result in a concern in another area.
- Please just answer truthfully – as yourself. After all, it is the real you that we would have to work with!

Abilities Tests

Approx 30 mins

On some occasions we may require abilities tests to be completed. These tests will generally include assessment of verbal critical reasoning, numeric reasoning, and abstract reasoning.

Tips for completion:

- This type of test is time-limited and you will have around 30 to 40 minutes in total to complete all three (including preparation time).
- Once you start a section, you cannot pause it and you will need to continue until the test has been completed or the specified time has elapsed.
- You should ensure that you complete these tests when you are able to concentrate and are unlikely to be interrupted.