

CSIR Psychometric Assessment requirements



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



Recruitment Purpose: Tests for Band F3 - D3

Table - Band F to D					
Job Level	Band	Zone	Assessment Tools	What the tool assess	Test relevance to the Zone
Executives	F	3	CPP – Cognitive Process Profile	The Cognitive Process Profile looks at how a person understands new information and then how they apply this novel knowledge to make decisions in complexity and unfamiliar environments.	The reasoning here is that at this level, people should be able to look beyond just their current environment and knowledge base when creating products, services and solving problems effectively.
		2			
		1			
Senior Management Senior Specialists	E	3	HBRI – Hogan Business Reasoning Inventory	The HBRI looks at the cognitive process involved in decision making within a business environment, taking into account opportunity and someone's training, skills set and experience.	Through experience of their field or job level, a person should be able to use presented opportunities in strategically planning towards business success.
		2	Hogan Lead – the Hogan Lead displays 3 sides of personality/ behavioural characteristics from the HPI, HDS & MVPI perspective.	The Hogan Personality Inventory measures the characteristics of an individual that facilitate or inhibit a person's ability to get along with others and to achieve his/her educational and occupational goals.	The Hogan Lead is useful in understanding how a person's characteristics informs how they will connect and work with others. This is of particular importance where someone leads others and/or is constantly in contact with significant clients and/or stakeholders. The person's behaviour, characteristics and values can have a great impact on what type of relations are built and strengthened.
		1		The Hogan Development Survey measures maladaptive behaviour patterns people are likely to display under unfavourable conditions such as when experiencing stress and/or ambiguous relationships or work environments where there is no structure in place. The more an individual is able to control their impulse to react carelessly to a situation the less others will see/experience these maladaptive behaviours.	
				Motives, Values, Preference Inventory measures a person's values and what he or she finds interesting hence may drive them to perform at their optimal best.	
Middle Management and Specialists	D	4	EQi – 2.0 - Emotional Quotient Intelligent	The EQi-2.0 measures the emotional and social aspects of intelligence, and the results distinguish between those who able to successfully cope with environmental demands and pressures, and those who have difficulty in coping.	Similarly, to the above, the response of a person when in an emotionally charged situation can indicate how well they can maintain built relations with others.
		3			

Recruitment Purpose: Tests for Band D2 - C3

Table - Band D to C					
Job Level	Band	Zone	Assessment Tools	What the tool assess	Test relevance to the Zone
Middle Management and Specialists	D	2	CPP – Cognitive Process Profile	The Cognitive Process Profile looks at how a person understands new information and then how they apply this novel knowledge to make decisions in complexity and unfamiliar environments.	Gives an idea how well a person will cope with complexity and/or change.
		1	CRTB2 – Critical Reasoning Test Battery	The critical reasoning test battery assesses numerical and verbal critical reasoning, which is a combination of comprehension and critical thinking.	Dependent on the job description and competencies chosen, a candidate will either be required to do a CRTB2 or GRT2.
Junior Management Supervisory and Junior Specialists	C	4	GRT2 – General Reasoning Test	The test assess people's general level of reasoning ability. These include general administrative, accounting and financial roles, as well as technician roles.	Assessing spelling, checking/quality will also be determined by the role's everyday duties. It may not apply to all roles on these Zone levels.
			CTB2 (checking test battery) – Spelling & Checking	The CTB2 Spelling (spelling test) evaluates the individual's ability to spell commonly misspelt English words. The CTB2 Checking (clerical checking test) evaluates the individual's ability to perceive details in words and numbers quickly, to recognise likenesses and differences rapidly. This test provides an overall measure of checking and also measures the two sub-scales of numerical checking and verbal checking	With spelling , the reasoning is if English is the rule, then remembering as many of the English spelled words means the person can be considered effective at remembering and adhering to rules. The checking test addresses how well a person will be with attention to detail, hence addressing quality.
		3	QCT – Quick Check Test	The primary purpose of the instrument is to determine which candidates have the minimum required detail-checking ability to conscientiously and thoroughly deal with clerical work	The test itself is not timed; however if a person takes too long on the test, which is about more than 10 minutes. It can be assumed the person is slow with clerical work and /or they may have tendencies to procrastinate.
			WPI / WPI Lead – Work Personality Index	The tool identifies personality traits that directly relate to work performance hence can help match candidates' characteristics with particular job requirements. The WPI/WPI Lead measures personality traits for the normal adult population and does not examine clinical or mental health related issues.	At this Zone level, the WPI lead can be used as it has an additional scale to assess a person's inclination towards identifying, addressing and managing change.

Recruitment Purpose: Tests for Band C2 - B1

Table - Band C to B					
Job Level	Band	Zone	Assessment Tools	What the tool assess	Test relevance to the Zone
Junior Management Supervisory and Junior Specialists	C	2	CPP – Cognitive Process Profile	The Cognitive Process Profile looks at how a person understands new information and then how they apply this novel knowledge to make decisions in complexity and unfamiliar environments.	Gives an idea how well a person will cope with complexity and/or change.
		1	Full CTB2 – Clerical Test Battery TTB2 – Technical Test Battery	<p>The clerical test battery has been developed to assess the aptitudes that are predictive of performance in a wide range of clerical jobs. The battery assesses Verbal Reasoning, Numerical Ability, Accuracy in clerical checking and Spelling & Perceptual Speed.</p> <p>The technical test battery measures the core skills that are required to operate in engineering apprenticeships, craft apprenticeships or technical training roles. It comprises three separate tests, each designed to assess a different area of technical ability. These areas are Mechanical reasoning, which assess the ability to reason with mechanical concepts, Spatial reasoning which is the ability to manipulate three-dimensional spatial relationships AND Visual Acuity, the ability to quickly and accurately find a path through a complex two-dimensional maze.</p>	<p>On the CTB2, Verbal addresses simple analysis of information. Numeracy addresses simple problem solving. Checking addresses attention to detail and With spelling, the reasoning is if English is the rule then remembering how words are spelt in English, means a person can be expected to remember and adhere to rules.</p> <p>Deciding whether to test a person on the CTB2 or TTB2 will be determined by the role a person is applying for since the competencies to be measured will speak to the role's everyday duties.</p>
Administrative and Technical	B	4	QCT – Quick Check Test	The primary purpose of the instrument is to determine which candidates have the minimum required detail-checking ability to conscientiously and thoroughly deal with clerical work	The test itself is not timed; however if a person takes too long on the test, which is about more than 10 minutes. It can be assumed the person is slow with clerical work and /or they may have tendencies to procrastinate.
		3	WPI – Work Personality Index	The tool identifies personality traits that directly relate to work performance hence can help match candidates' characteristics with particular job requirements. The WPI measures personality traits for the normal adult population and does not examine clinical or mental health related issues.	WPI helps make the most efficient and effective match between people and work roles.
		2			
		1			

Recruitment Purpose: Tests for Band A

Table - Band A					
Job Level	Band	Zone	Assessment Tools	What the tool assess	Test relevance to the Zone
Support Staff	A	4	LPCAT - Learning Potential Computerised Adaptive Test	The LPCAT measures learning potential by means of non-verbal figural reasoning in the fluid cognitive ability domain.	<p>People's results on the test are compared to the NQF levels, suggesting a scoring at a particular level means the person can be expected to operate at that NQF level whether they have the qualification of the level or not.</p> <p>Hence, from the test we can gage the cognitive ability level of the person and where possible can suggest or offer training for that person to work towards obtaining a qualification on the indicated level.</p>
		3	Full CTB2 – Clerical Test Battery	The clerical test battery has been developed to assess the aptitudes that are predictive of performance in a wide range of clerical jobs. The battery assesses Verbal Reasoning, Numerical Ability, Accuracy in clerical checking and Spelling & Perceptual Speed.	On the CTB2, Verbal addresses simple analysis of information. Numeracy addresses simple problem solving. Checking addresses attention to detail and With spelling, the reasoning is if English is the rule then remembering how words are spelt in English, means a person can be expected to remember and adhere to rules.
		2	QCT – Quick Check Test	The primary purpose of the instrument is to determine which candidates have the minimum required detail-checking ability to conscientiously and thoroughly deal with clerical work	The test itself is not timed; however if a person takes too long on the test, which is about more than 10 minutes. It can be assumed the person is slow with clerical work and /or they may have tendencies to procrastinate.
		1	WPI – Work Personality Index	The tool identifies personality traits that directly relate to work performance hence can help match candidates' characteristics with particular job requirements. The WPI measures personality traits for the normal adult population and does not examine clinical or mental health related issues.	WPI helps make the most efficient and effective match between people and work roles.