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Preparation on EPSO selection procedures

**REPORT ON PRE-SELECTION TESTS
OF EPSO/AST/118/11
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Information on EPSO/AST/118/11– The computer based pre-selection test

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The following report is based on own experiences with one computer based pre-selection test in early February 2011. The report shall provide you with some orientation, but cannot predict the shape of other pre-selection tests in the framework of EPSO/AST/118/11.

Technical details

- Procedure: Test on verbal reasoning (20 questions in 35 minutes), test on numerical reasoning (10 questions in 20 minutes), test on abstract reasoning (10 questions in 10 minutes), 10 minutes break, then test accuracy and precision (40 questions in 6 minutes), test on prioritising and organizing (24 questions in 30 minutes) and test on situational judgements (20 questions in 30 minutes).
Between each test there are 2 minutes time to read the instructions.
- A calculator is available.
- Two non-permanent markers are available. There are also two blank DIN-A4 „sheets“, which can be cleaned.

Test on verbal reasoning

- The question was always: “Which of the following answer can be deducted best from the text?” That question indicates that sometimes two answers were quite right and the one, which could be best deducted from the test, should be chosen.
- Level: mixed, 10 tasks were quite easy, 8 quite difficult, 2 medium.
- Often short texts, maximum 6-8 lines; it is easy to get an overview. .
- To quickly identify 2 answers as wrong was often possible.
- But, two answers were often not absolutely right or wrong. It was difficult to draw the line between these answers.
- Very often the answers differ from each other, and do not refer to the same fact or item.
- Several popular science topics occurred (written like press reports or wikipedia articles)

Recommendations:

- Work on your timing: For example: Answer after 60 seconds, if you are not sure, mark the question, you can later go through the marked ones only. But, also note, which answers you have already excluded.
- You will save time with the easy ones.
- Eliminate the wrong answers quickly.
- Take time for the remaining ones.
- Read euphorum booklets 3-5.

Test on numerical reasoning

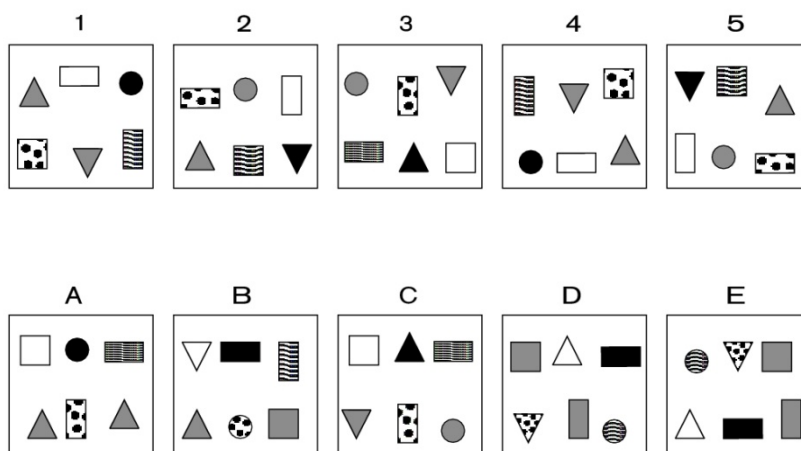
- Usually the question is only one (short) sentence.
- Level: Medium.
- In 8 out of 10 questions you had to use %. Data was often provided in percentages and you had to calculate the absolute number.
(for example: In a matrix you could find the absolute number of people in a country speaking a foreign language. The number of people who are able to speak German was described in %. The question was: How many more people in Spain speak German than in France?)
- Once you had to calculate an average, once an increase in percentage.
- Using the calculator seems to be an advantage in a lot of cases.
- In almost all tasks you had to take data from a table, sometimes from a chart (graph, or pie chart).

Recommendations:

- Be sure that you can apply the following mathematical operations: subtraction, addition and multiplication, create a % from two figures and vice versa: transform a % in an absolute number, average
- Use the calculator (make yourself familiar with the memory functions)
- Read euphorum booklet 8.

Test on abstract reasoning

- Level of difficulty: 4 difficult, 2 easy (from EPSO website), 4 medium
- But examples from the EPSO website occurred (not in each test).
- One example:



Recommendation:

- Read more about the test on abstract reasoning at the European Career Portal (<http://www.euphorum.org/career/testinfo/abstract.php?lang=en>)

Test on test accuracy and precision

- The example on the EPSO website illustrates the test very well.
- The test becomes step by step more complex:
 1. Only one data is wrong.
 2. One data is wrong or nothing is wrong.
 3. One data is or two data are wrong.
 4. Two data including the pictograms are wrong.
- One matrix is repeated four times, so you can get used to the pieces of information.
- Level: Easy, but one have to know how it works and be fast.

Test on prioritising and organizing

- The example on the EPSO website illustrates the test very well.
- Examples: Time tables (two), calendar (two): availability of employees at working place and skills; Hotel: Meeting rooms, size, price and services, Hotels: Price, distance to airport, stars, extras
- You have always four tasks that refer to the same time table or matrix.
- Level: Medium to easy

Test on situational judgements

- The example on the EPSO website illustrates the test very well.
- Following areas are tested: Resilience, Prioritising and Organising, Analysis and Problem Solving, Working with Others, Delivering Quality and Results
- Be aware that your perspective might change from task to task: Once you are 'just' a member of a team, then in the next task you are a team leader.
- Level: As AD. There are no AST specific questions.

Recommendation:

- Read more about the test on situational judgements at the European Career Portal (<http://www.euphorum.org/career/testinfo/sit.php>)