

Quick Facts

12 role-specific soft skill questionnaires

Five competencies per report

Untimed. Typically takes 10 minutes

100 questions or fewer per questionnaire

Custom JobFitScore

Custom competency reports for volume clients.

Suitable for all job levels

Key Features

Compatible with all devices

Re-skin to your brand

Scientifically-validated

Fair and unbiased across all groups

Adjustable time limits

Intelligent IRT scoring

Integrated with ATSS

Bespoke test design available

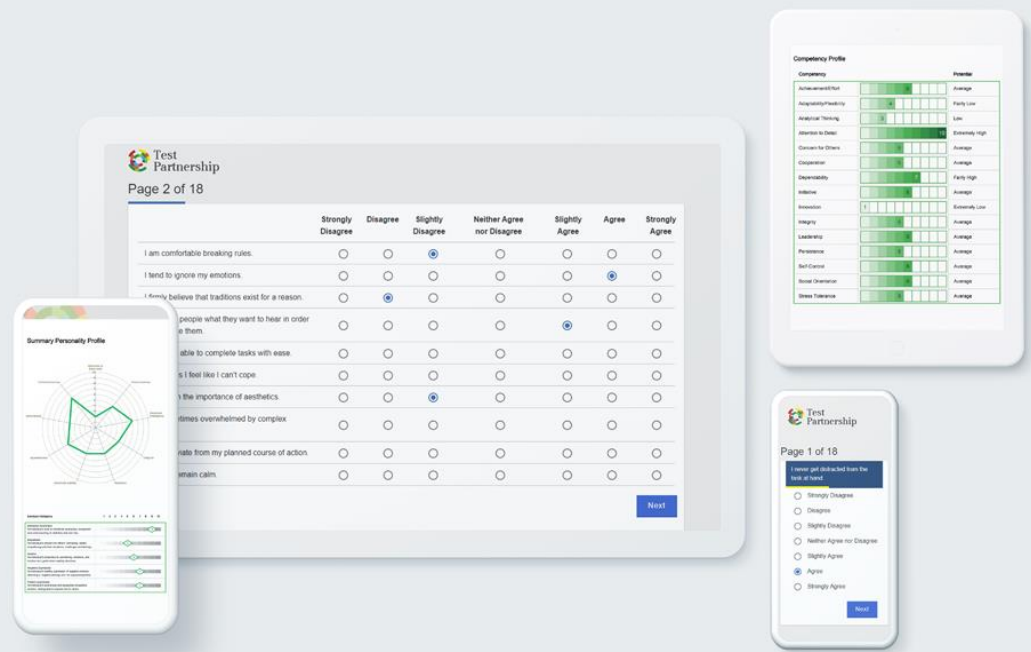
Local norm groups for volume clients.

Secure data management and GDPR compliant.

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Soft Skills Questionnaires

Soft skills are behavioural competencies that underpin performance and job-fit. Although soft skills are essential to high-performance in the workplace, they are notoriously difficult to capture using interviews alone. When employees lack these soft skills, they will find their less work engaging, putting them at risk of attrition.

The Test Partnership Role-Specific Soft Skills Questionnaires are a suite of 12 behavioural assessments designed to measure the five most important soft skills in specific roles. These five soft skills are underpinned by four sub-traits, drawn from Test Partnerships bank of existing scales.

These assessments allow HR practitioners and hiring managers to measure these essential soft skills in around 10 minutes. This makes behavioural assessment accessible for volume recruitment projects, ensuring that these soft skills can be measured early in the selection process.

Advantages of the Soft Skills Questionnaires

- ✓ Higher degree of accuracy
- ✓ Improved reliability
- ✓ Broader range of traits measured
- ✓ Much shorter administration times
- ✓ Improved candidate experience
- ✓ Less stress for candidates
- ✓ Psychometrically-robust
- ✓ Customisable & bespoke options

Benefits and ROI

- ✓ Better quality of hire
- ✓ Improved candidate experience
- ✓ More trainable staff
- ✓ Reduced hiring costs
- ✓ Lower employee turnover
- ✓ Increased fairness and objectivity
- ✓ Faster time-to-hire
- ✓ Reduced administrative burden

Recommended Uses

- ✓ Early stage sifting and short-listing
- ✓ High volume recruitment
- ✓ All job levels and seniority
- ✓ Any industry sector and job type
- ✓ Personal development and coaching
- ✓ Talent analytics

Computer Adaptive Testing (CAT) Explained

CATs are more precise compared to traditional tests. Instead of administering fixed question sets, CATs adapt to the candidate's responses, tailoring the testing experience to their level on each specific trait. This means the results are more accurate and a larger number of traits can be measured in less time.

What Do the Soft Skills Questionnaires Measure?

The Soft Skills Questionnaires reports the competencies below and also gives you the option to create your own JobFitScore by combining traits into one aggregate measure. **Optional:** tick all the boxes you'd like to add to your JobFitScore to add an extra combined score scale to your PDF reports.

□ Administrative Roles

Process-Orientation

An administrative professional's disposition towards systems, procedures, and formal processes

Organised and Focused

An administrative professional's propensity to manage their workload, avoid distractions, and use their time efficiently.

Teamwork

An administrative professional's propensity to form interpersonal connections with their team members.

Interpersonal Skills

An administrative professional's propensity towards effective, careful, and goal directed interpersonal communication.

Trustworthy

An administrative professional's propensity towards honesty, fairness, and adherence to one's moral principles.

□ Apprentice Roles

Willing to Learn

An apprentice's propensity towards intellectual curiosity, flexible thinking, and a drive to acquire knowledge.

Work Ethic

An apprentice's propensity towards a high level of effort, achievement motivation, and a drive to succeed.

Adaptability and Resilience

An apprentice's propensity towards effective stress management, an acceptance of change, and a willingness to change personally.

Problem Solving

An apprentice's propensity towards innovation, idea generation, and outside the box thinking..

Interpersonal Skills

An apprentice's propensity towards effective, careful, and goal directed interpersonal communication.

□ Marketing Roles

Creative

A marketing professional's propensity to generate novel, interesting, or unusual ideas and concepts.

Flexible and Adaptable

A marketing professional's ability to deal with change, stress, and uncertainty.

Communicative and Expressive

A marketing professional's propensity to effectively express their thoughts, opinions, and ideas.

Lateral Thinking

A marketing professional's intellectual curiosity and level of abstract thinking.

Detail-Oriented

A marketing professional's propensity to display a careful, methodical, and cautious workstyle.

□ Customer Service Roles

Providing Great Service

A customer service professional's propensity to connect with their customers, understand their challenges, and to make their customers' needs their number one priority.

Communication and Listening

A customer service professional's proclivity towards interpersonal communication.

Organised and Thorough

A customer service professional's propensity to remain focused, diligent, and proactive.

Resilience and Stress Management

A customer service professional's propensity to remain emotionally consistent, optimistic, and in-control during periods of stress.

Positivity and Optimism

A customer service professional's propensity to remain positive, cheerful, and energetic.

□ Engineering Roles

Focused and Organised

An engineering professional's propensity to remain consistent and diligent throughout their work.

Analytical

An engineering professional's propensity to carefully analyse and evaluate information.

Adaptability and Resilience

An engineering professional's propensity to cope with stress and remain level-headed during particularly trying times..

Dedication and Commitment

An engineering professional's motivation and staying power when completing difficult tasks.

Teamwork

An engineering professional's propensity to form interpersonal connections with their team members.

□ Finance Roles

Achievement-Oriented

A finance professional's level of drive, motivation, and desire to achieve their set objectives.

Planning and Organising

A finance professional's propensity to display a structured, methodical, and organised approach to their work.

Resilient and Adaptable

A finance professional's propensity to manage stress, avoid burnout, and adapt to disruptive change.

Communication and Influence

A finance professional's propensity to express themselves clearly and confidently.

Objective and Rational

A finance professional's propensity to think clearly, unencumbered by irrational thoughts or hot cognition.

□ Graduate Roles

Willing to Learn

A graduate's propensity towards intellectual curiosity, flexible thinking, and a drive to acquire knowledge

Problem Solving

A graduate's propensity towards innovation, idea generation, and outside the box thinking.

Work Ethic

A graduate's propensity towards a high level of effort, achievement motivation, and a drive to succeed.

Interpersonal Skills

A graduate's propensity towards effective, careful, and goal directed interpersonal communication.

Adaptability and Resilience

A graduate's propensity towards effective stress management, an acceptance of change, and a willingness to change personally.

□ Human Resources Roles

Interpersonal Skills

A human resources professional's propensity to communicate carefully, effectively, and diplomatically with other people.

Emotional Intelligence

A human resources professional's propensity to understand emotion and interpersonal communication.

Process-Oriented

A human resources professional's disposition towards systems, procedures, and formal processes.

Organised and Focused

A human resources professional's propensity to manage their workload, avoid distractions, and use their time efficiently.

Principles and Ethics

A human resources professional's disposition towards morality and adherence to ethical principles.

□ IT and Tech Roles

Problem Solving

An IT professional's propensity to persist when solving problems, ensuring that solutions are reached no matter what.

Analytical

An IT professional's propensity to engage in objective and purposeful evaluation, allowing them to understand complexity.

Focused and Thorough

An IT professional's propensity to concentrate and dedicate significant attention to important tasks.

Innovative

An IT professional's propensity to generate novel, unconventional, and unorthodox ideas.

Project Management

An IT professional's propensity to mobilise resources and gear them towards completing a project.

□ Legal Roles

Confidence and Presence

A legal professional's level of interpersonal assertiveness and social confidence.

Attention to Detail

A legal professional's propensity towards careful and deliberate working.

Resilience and Stress Management

A legal professional's propensity to manage stress and pressure.

Principles and Ethics

A legal professional's propensity to follow a moral code and to play by the rules.

Communication and Influence

A legal professional's propensity to speak their mind, express their opinions, and convince other people.

□ Management Roles

Influential

A manager's propensity to exert influence, control social situations, and carefully navigate the interpersonal realm.

Emotional Intelligence

A manager's propensity to understand emotions and interpersonal interaction.

Adaptable and Flexible

A manager's propensity to deal with stress, accept transformational change, and adapt during times of high pressure.

Industrious

A manager's propensity towards hard work, achievement motivation, and persistence in their efforts.

Organisation

A manager's propensity to adopt a structured, planned, and systematic approach to their work.

□ Sales Roles

Client Focus

A sales professional's propensity to build a meaningful rapport with their clients, make the client's needs a high priority, and take a genuine interest in the issues that they face.

Adaptable and Resilient

A sales professional's propensity to manage stress and handle pressure in high-stakes sales roles.

Enterprising

A sales professional's motivation to achieve their goals and display a competitive spirit.

Communicative and Engaging

A sales professional's interpersonal skills, their propensity to exert their influence to convince others.

Proactive and Attentive

A sales professional's propensity to remain focused, diligent, and consistent on a daily basis.