

# INFORMATION FOR TEST-TAKERS



This sheet contains key details about Credo. For more general advice relevant to tests of all types please refer to the separate Test Taker's Guide.

## What type of test is this?

Credo is what is known as a personality questionnaire, and is designed to collect and summarise information about your preferences, interests, emotions and style of relating to others.

## What does the test measure?

The test explores how you typically conduct yourself in the workplace in terms of personality traits. Traits are the relatively stable tendencies we all have to think and act in certain ways. Credo is not a direct measure of skill or ability.

## How does it do this?

By asking you to consider various statements, which may or may not apply to you, and to indicate how you feel about each of them.

## How long will it take?

Most people take about 25-30 minutes to complete the questionnaire, but there is no strict time limit and it is not a test of speed. While best completed in one go, it is possible to spread the test over two or more sittings if necessary, saving your answers from one session to the next.

## What do the questions look like?

Here is an example of the type of question you can expect to encounter. In each case you will be asked to indicate the extent to which you agree or disagree with a statement by clicking on the button to the left of your selected response:

**My imagination often runs away with me**

- Agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Disagree

If you select an answer and then wish to change it, you can do so by clicking on the new answer instead. However, you won't be able to alter your response once you have moved onto the next question.

## **How should I tackle the questions?**

When completing the test, aim to respond to the statements as truthfully as you can. There are no hidden meanings so avoid thinking about any of the questions too deeply – if in doubt, go with your first reaction. There is however a check built into the questionnaire to detect people who distort their answers to try and give a good impression.

## **How will the test be scored?**

The scoring system for Credo is quite complex and is therefore computerised. The administrator receives a report containing a chart showing how you compare with a large sample of other test-takers on 21 aspects of personality. This is supported by a written commentary on the potential implications of this profile for your performance at work. This may be explored further with you at interview if one is being held.

## **What can I do to practise beforehand?**

Credo has no intrinsically right or wrong answers, so there is nothing to be gained from practising. The only way to improve on your answers in the test is to respond truthfully and with self-insight. The sample question is provided simply to show the type of question to expect and how to record your responses.