



FACTORS+

Personality Questionnaire

Briefing for Participants



This briefing provides you with information about the Factors+ assessment. It provides information about the format of the assessment and how best to prepare for it.

Why am I being asked to take an assessment?

Employers use assessments alongside other methods to determine whether a person has the required capabilities to meet the needs of a job. Assessments can be used for assessment or development purposes and are typically used alongside other information about people's qualifications, experience and talents to evaluate the extent to which an individual is suited to a given role. An assessment will be chosen for a specific purpose if it has been identified as measuring relevant capabilities, based on an analysis of the important criteria for job performance in that role. Using assessments to assess people offers a number of benefits:

- They provide employers with an objective method of assessing people on job-relevant criteria.
- They give people an opportunity to demonstrate their strengths.
- They help to identify areas where a person could benefit from further development.

What is the Factors+ assessment?

Factors+ is a personality questionnaire. It contains statements describing workplace behaviours and preferences. You will be presented with one statement at a time and asked to rate it on a seven-point rating scale. The rating scale is shown below:

1	2	3	4	5	6	7
Strongly disagree	Disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Agree	Strongly agree

There are no right or wrong answers; you should respond based on how you perceive your behaviour or preferences. Some example statements which are similar to those that you will be asked to complete when you take the Factors+ assessment are shown next. These will help you understand the format of the assessment and what will be asked of you.

Example question 1

Statement:

When I'm in a group, I often take charge.

Answer options:

- 1 - Strongly disagree
- 2 - Disagree
- 3 - Slightly disagree
- 4 - Neither agree nor disagree
- 5 - Slightly agree
- 6 - Agree
- 7 - Strongly agree

Example question 2

Statement:

I start conversations easily with new people.

Answer options:

- 1 - Strongly disagree
- 2 - Disagree
- 3 - Slightly disagree
- 4 - Neither agree nor disagree
- 5 - Slightly agree
- 6 - Agree
- 7 - Strongly agree

Example question 3

Statement:

I prefer routine over change.

Answer options:

- 1 - Strongly disagree
- 2 - Disagree
- 3 - Slightly disagree
- 4 - Neither agree nor disagree
- 5 - Slightly agree
- 6 - Agree
- 7 - Strongly agree

Additional information about the Factors+ assessment

The Factors+ assessment is **untimed** but takes about **10 minutes** to complete. You will be given full instructions about the assessment before you begin, and you will have the opportunity to complete additional example questions.

Your responses will be interpreted in relation to a large sample of similar respondents who have taken the assessment.

When responding to the questions, keep in mind the following points:

- Give your initial response to the questions rather than thinking about your answer too long.
- Your responses should reflect how you really feel you are, not how you would like to be or how you would like to be seen by others.

Preparing for the assessment

- Try to get a good night's sleep before you take the assessment.
- If you are taking the assessment at a venue, make sure you allow plenty of time to get to the venue.
- If you are taking the assessment online, make sure you are in a quiet environment and have a stable internet connection.
- If you have any special requirements or have any concerns about taking the assessment, make sure that you inform the administrator so that appropriate adjustments can be made to the assessment process.

During the assessment

- Follow the instructions for the assessment carefully.
- If you are unsure about anything, speak to the administrator before you begin.
- Read each of the personality statements carefully.
- Try to remain calm and avoid rushing.

Good luck with the assessment. We hope you have found this briefing useful.



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