



FAQs on assessment tools for test participants/candidates

- 1** **What is a potential analysis?**

Potential analysis describes a method to assess personal patterns which impact thinking and behavior. It is about showing the individual impact and possible development in regard to career success. A potential analysis therefore is not an intelligence test but rather generally oriented towards aspects of personality.
- 2** **How and in which situational setup should I answer the questions?**

Generally you can answer the questions at any time and around the clock. Online access is possible via desktop PC as well as mobile devices, tablets, and smartphones. We recommend that you find yourself in an undisturbed and quiet environment.
- 3** **Can I interrupt the assessment and continue later?**

Yes. You can interrupt the procedure at any time and log in and continue with your personalized access information. If applicable, please write down the personally chosen part of your access code. We recommend that you answer the questions quickly and without too many interruptions.
- 4** **Can I change my answers?**

Yes, you can move forward and backward and change your statements before the assessment is completed and your final click submits the answers.
- 5** **Are there right and wrong answers?**

No. It is about how things are for you. Therefore your personal assessment counts how strongly the statements apply to you personally.
- 6** **Why do some questions seem to repeat themselves?**

The principle of potential analyses is to assess as precisely as possible the manifestation of a certain characteristic or behavioral tendency. For this purpose several questions to similar or equal topics are asked. The aggregation of the related questions then makes up the result in the particular dimension.
- 7** **What do I do if I cannot decide? Can I skip questions or can I leave no statement? Do I need previous experience as a leader or sales person to answer the questions?**

It could be that you do not have personal experience which you can rely on in answering some of the questions. You can think how you would most likely experience this situation. By doing so the analysis can assess your potential. For the evaluation it is necessary that you give a reply to all questions belonging to the test.
- 8** **Is it possible to good in answering the test?**

In general it is possible to give other answers than those which actually apply to yourself. Especially in the context of personnel decisions it is a possible motivation to answer in a way that might be desired. Deviations generally will show immediately in behavior or conversation. The insights from the potential analysis are only useful for your personal development if you are as truthful as possible with yourself while answering the questions.
- 9** **How can I prepare myself? Can I train for tests?**

Some test trainers and assessment center guides aim to teaching test takers to see through the measure's intention behind the individual questions, so that one can reply accordingly. The guides go by the idea that as many points as possible on a scale need to be achieved. Therefore, you do not answer what you really think.



At the same time, too much of a characteristic could also mean an unfavorable evaluation. We therefore recommend working on the assessment in a relaxed manner focusing on the true “you”. You do not need extra preparation.

- 10** **Is there a lying scale?**
No. Testing procedures which are assessing individual propensity to lie are illegal in many countries and do not serve the goal of our procedure.
- 11** **Why aren't there only two answer options instead of a scale with four areas?**
There are different possibilities to design questions and answer options in personality tests. In the version with four areas you decide on a certain degree of the four options. If the options are only “yes” or “no”, meaning two answer options, the test would need far more questions to lead to the same result.
- 12** **How much time is needed for taking the test? How many questions are there?**
The processing time depends partly on your personal pace and reading speed. Normally you can answer 8 to 10 questions per minute. Therefore for 80 to 300 questions – depending on the test system – you will need between 15 and 50 minutes.
The procedures are listed individually here:
 - LPE, Leadership Potential Evaluation, 300 questions, about 45-60 minutes
 - SPE, Sales Potential Evaluation, 200 questions, about 30 minutes
 - PLE, Project Leadership Evaluation, 179 questions, about 30 minutes
 - TPE, Team Potential Evaluation, 88 questions, about 20 minutes
 - SKE, Social Competence Evaluation, 34 questions, about 10 minutes
 - LSE, Leadership Evaluation, 43 questions, about 10 minutes
 - CPE, Cooperation Potential Evaluation, 122 questions, about 15 minutes
- 13** **Is the time being measured? Why are you supposed to always answer quickly?**
The processing time is not measured by the test system. Nevertheless it is important that you answer quickly because the first impulse generally brings along a better assessment. Too long self-reflection could mislead you from a true self-evaluation to a blurred answer.
- 14** **What about mood swings and emotional situation when providing the answers?**
Through the amount of questions and the variety of situations that you will normally think of while answering, the situational influences are generally leveled off. The interpretation of the results typically will take into account your current business challenge. The context itself can be connected with your emotional situation. So the potential evaluation puts it in a new light and helps interpreting your pattern.
- 15** **What about data security?**
It is guaranteed. All input is processed through secured connections and will only be used and data-analyzed for the purpose of the potential analysis. Your result will be sent to you or – if agreed upon – the ordering party. You can learn more in detail in our data protection statement.



16

What can I do if I forget my access code?

If you forget your access code you can request a new one at CEVEYSYSTEMS GmbH (service@ceveysystems.com). In some cases your access code consists of two parts, with the second part chosen by you. Then, only the first part can be inquired at CEVEYSYSTEMS GmbH. We recommend noting down the second part carefully.

17

What can I learn from the assessment for myself?

From the results and recommendations of the potential analysis you can draw conclusions on your personal impact in demanding situations. You will learn about your strengths and areas of development. Moreover, the assessment will point out exaggerations or areas where you act unclear. Furthermore, you can compare your results and scores with the benchmark norm. With these insights you will be able to act in a goal-oriented and conscious manner in future situations and increase your personal effectiveness. Thus, the assessment allows you to develop further on the basis of your personality.

18

What happens with my answers?

Your answers will be evaluated by scientific algorithms and summed up in so-called dimensions. The results are explained in a report and interpreted in regard to your demands with your coach. Your inputs will be saved in an anonymized way for future scientific quality reviews and the further development of the tests.

19

How are the answers being evaluated?

The evaluation is based on complex scientific algorithms, which transfer your answers into a scoring system and then lead to an evaluation in accordance with the scientific theory. This procedure is based on comprehensive statistical analyses and findings of the test development.

20

How is it that the test can tell something “objective” about my potential rather than reflecting a self-image only? What distinguishes a test from a questionnaire?

This question concerns exactly the difference between a questionnaire and a testing procedure. The potential analyses are scientifically developed and can be objectified by means of the anchoring with the answers of a big number of participants (i. e. norming and benchmarking). They would be subjective if neither a theory about the contents nor a scientific foundation would be needed for the recording of the qualities – which is the case for questionnaires but not for tests.

21

What can be seen by the ordering party? Which information is share with my employer?

The results are meant to be relevant and intended for the participant. Whether the report is being shared with your employer depends on the common agreements and the goal of the application. In any case, your consent is requested when other people apart from you and your coach want to see the results.

22

Which information and data is being used when my employer conducts an audit/appraisal with the potential analyses?

An audit or appraisal (e.g. Leadership Appraisal or Sales Appraisal) means that the results of a number of people, for example of leadership or sales teams or an organization, are aggregated to make a statement about the potential of the team or the organization. For this purpose, the result dimensions of all members are being included – with no option to trace back individuals but only in an anonymous form.



23

Can I see which question is related to which result dimension?

When answering certain statements you might be asking yourself to which result dimension it is related. When reading the report you might sometimes wish which questions you should have answered differently in order to influence the result dimension how and to what extent. However, we recommend an interpretation of the results solely based on the report and not on the basis of single questions. This is the strength of potential analyses. At the same time the allocation of each question in the test is systematically kept under lock and key – a feature of test quality.

24

How do I read the report?

The report is divided into different sections and normally consists of an overview and/or detailed profile with a general and detailed profile as well as the definition of each dimension, the explanation of your results, and corresponding recommendations. In addition, there is a so-called expert evaluation which overall summarizes the learning topics for you. We recommend the results being discussed in a personal meeting with a coach or consultant, so that you can derive the maximum benefit.

25

What is an expert evaluation?

An expert evaluation (EE) is a compact summary of strengths and recommended development topics as part of the report of the potential analysis. The evaluation is made with regard to your individual result profile by a certified expert who knows the test well. The EE is typically one to two pages long. It is thus not automatically generated by a computer but personally written with regard to your profile pattern.

26

Do the results change if I repeat the test?

When considering a test repetition addresses the question on how “stable” the result really is. Between two testing time points a development or change could have taken place. Often, taking the test itself can initiate such a development, because in reflection of the test you could draw conclusions for the future and when repeating the test answer differently. A repetition after a short while typically will lead to very similar results – this measuring accuracy is therefore an important quality criterion for good test systems. Memory effects can most certainly be excluded because of the number of questions. Generally, we recommend a test repetition e.g. to specifically observe a development with at least a few months in between. Then changes in your profile will reflect a true development (through the test itself, the change of your situation, or personal development) that you then can reflect.