

## How to Prepare for a Recruitment Aptitude Test

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### A RECRUITMENT APTITUDE TEST IS:

- a written test generally designed to assess a person's logical and critical reasoning, numerical problem solving skills and language ability.
- sometimes also used to assess specific knowledge in a particular field, such as computer knowledge for computer programming work.

### COMPANIES USING APTITUDE TEST FOR RECRUITMENT:

- Aptitude test has been a commonly used selection tool by major corporations recruiting management/graduate trainee positions.
- Examples of these employers are:

HSBC	Hang Seng Bank Ltd.
Government of HKSAR (CRE)	UBS
Cathay Pacific	KPMG
DBS	Mass Transit Railway Corporation

### TIPS FOR BETTER SCORES:

#### Preparation

- **Practice helps**

Get yourself familiar with the types of questions so that there will be no surprises when you take the real test and you know the areas you need to improve.

Where to get more practice & advice?

1. Mock Aptitude Test Session organized by the Career Center
2. Online sample tests, e.g.
  - “SHL Direct for Students” at <<http://www.shldirect.com>>
  - Sample questions of Common Recruitment Examination at CSB’s website <<http://www.csb.gov.hk/english/recruit/cre/949.html>>
  - Barclays Capital Sample Test <[http://www.barcap.com/graduatecareers/apply/campus-testing/sample\\_test.pdf](http://www.barcap.com/graduatecareers/apply/campus-testing/sample_test.pdf)>
  - Procter & Gamble Sample Problem Solving Test <[http://www.pgbalkans.com/career/app\\_step3.asp](http://www.pgbalkans.com/career/app_step3.asp)>
  - “Take the GMAT – Free GMAT Test Prep Software” at <http://www.mba.com>
3. GMAT® POWERPREP™ software available at the Career Center and the Library
  - Booking is required for using the software at the Career Center, and students are welcome to book a 1.5 hour session at the counter at Rm 5003.
4. Reference books on how to master aptitude test are available at the Career Resource Room at Rm 5003.
5. A limited stock of a leaflet on aptitude test published by SHL is available for sale at cost at the Career Center counter at Rm 5003.

## Taking the Test

- **Time is score**  
Bring a watch and be sure to note the time limit for each section. Make every effort to pace yourself. Work steadily and as quickly as possible without being careless. Don't waste time on the difficult questions. You can go back to them if you have time later. Answer as many questions as possible but don't get frustrated if you cannot answer all of them. No one is expected to get a perfect score.
- **Read all test instructions carefully**  
Overlooking or misinterpreting important instructions will seriously jeopardize your scores. Every test may vary in their format and way of marking the answers. Always follow the directions given.
- **Bring your own tools**  
Bring your own stationery, calculator, watch and paper as well. Check with the staff administering the test if you are allowed to use a calculator.

## COMMON QUESTION TYPES IN A RECRUITMENT APTITUDE TEST

### 1. Numeric

*Example:*

Of the 3,600 employees of Company X, one-third are clerical. If the clerical staff were to be reduced by one-third, what percent of the total number of the remaining employees would then be clerical?

- A. 25%      B. 22.2%      C. 20%      D. 12.5%      E. 11.1%

### 2. Data Sufficiency

*Example:*

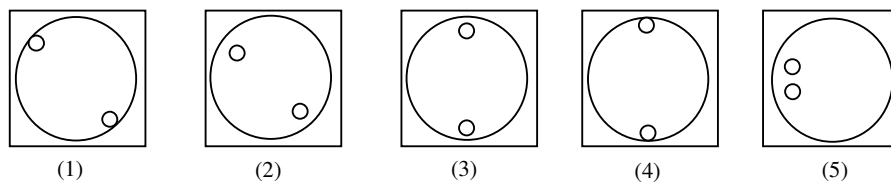
What was John's average driving speed in miles per hour during a 15-minute interval?

- (1) He drove 10 miles during his interval.  
(2) His maximum speed was 50 miles per hour and his minimum speed was 35 miles per hour during this interval.
- A. Statement (1) ALONE is sufficient, but statement (2) alone is not sufficient.  
B. Statement (2) ALONE is sufficient, but statement (1) alone is not sufficient.  
C. BOTH statements TOGETHER are sufficient, but NEITHER statement ALONE is sufficient.  
D. EACH statement ALONE is sufficient.  
E. Statement (1) and (2) TOGETHER are NOT sufficient.

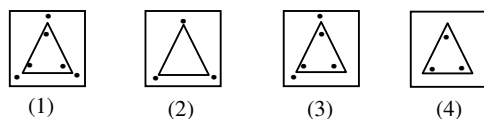
### 3. Logical Reasoning

*Examples:*

A. Which of the following is the odd-one-out?



Which of the following continues the sequence above?



### 4. Critical Reasoning

*Example:*

Banning cigarette advertisements in the mass media will not reduce the number of young people who smoke. They know that cigarettes exist and they know how to get them. They do not need the advertisements to supply that information.

The above argument would be most weakened if which of the following were true?

- A. Those who oppose cigarette use have advertised against it in the mass media ever since cigarettes were found to be harmful.
- B. Banning cigarette advertisements in the mass media will cause an increase in advertisements in places where cigarettes are sold.
- C. Advertisements in the mass media have been an exceedingly large part of the expenditures of the tobacco companies.
- D. Seeing or hearing an advertisement for a product tends to increase people's desire for that product.
- E. Older people tend to be less influenced by mass media advertisements than younger people tend to be.

## 5. Language

Please write an essay of about 400 words expressing your opinions on a current affair.  
(IN ENGLISH AND/OR CHINESE)

\* \* \* \* \*

**Remember:** \* More practice will increase your chance of getting higher scores.  
\* A good sleep the night before will help to keep your mind clear and sound enough for good performance.

Answers to the sample questions:

1. A

2. A

3. A(5); B(3)

4. D

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