

Psychometric Testing Policy

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All Translink Group Corporate Procedural Documentation Policies should be consistent in terms of development, approval, implementation, communication, control and review in line with these guidelines.



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VERSION CONTROL RECORD

Policy Owner:		HR Manager	
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	HR Services Manager	July 2021	
0.1	Jo Lawrence, The OPC	16 th July 2021	In the Test Administration section, statements apply to both paper & pencil tests and online tests.
0.2	HR Managers, EDI Advisor, Resourcing Manager HRBP's	June 2022	Include flexibility to introduce new/additional tests. Amend disability section re wording for reasonable adjustments Include online tests should be undertaken in a suitable environment.

This is a controlled document. Whilst this document may be printed, the electronic version is maintained within the Corporate Records Centre within Sharepoint by the Policy Owner.

1. Introduction

Throughout this Policy, the words 'Translink' 'Company' and/or 'the Group' refer to all corporate entities under the ownership of the Northern Ireland Transport Holding Company (NITHC). This includes the parent company and each subsidiary either individually or taken together as a group.

2. Scope

A psychometric test is an assessment used to measure an individual's cognitive ability, personality, or behaviours. Often used as part of the recruitment process, psychometric testing provides a fair and objective way of assessing the potential of a candidate to perform well in a job role.

Psychometric tests take many forms, and are broadly split into two categories: personality tests and aptitude (or ability) tests. Aptitude tests evaluate candidates on core reasoning or cognitive abilities required for the role, such as a candidate's reading comprehension or numerical aptitude.

Translink uses psychometric tests where appropriate, to enhance the quality and quantity of information available for recruitment and selection, training and people development, as an aid to organisational change and for post-incident analysis.

Translink is committed to the highest standards of practice in the use of all psychometric tests, in order to maximise the benefit of testing to the organisation and the individual, and to promote fairness and equality of opportunity for all.

This policy does not apply to Train Drivers, for whom a separate policy exists.

3. Use and Approval of Tests

The HR Services Manager is responsible for ensuring that test use within Translink is in accordance with this policy. Any new or revised procedure that involves the use of psychometric testing must be referred to the HR Services Manager for approval before implementation. We reserve the right to amend the application of tests, and to introduce additional or revised tests depending on business requirements.

4. Choice of Selection Methods

All psychometric tests used must be relevant to the given purpose. Job descriptions and person specifications based on objective job analysis will normally be prepared prior to the choice of tests for any selection or promotion procedures.

Translink's selection criteria shall be derived from:

- The requirements of the job
- The aptitudes, abilities and behaviours identified as necessary to ensure competent job performance, after appropriate training and development has taken place.

5. Test Administration

Only trained test users who hold the relevant qualifications may use, administer and interpret

psychometric test results for both paper and pencil and online tests.

Paper and pencil tests and online tests will only be used by psychometric test providers who meet industry standards.

Where online tests are used, candidates are required to complete them within the timeframe outlined in their communications and it is their responsibility to ensure they are completed on a suitable device, in a suitable environment.

6. Test Scores and Standards

Test scores are applied on the basis of relevant norm data and the company will set standards appropriate to successful performance in the post.

7. Confidentiality and Storage of Results

Test results are kept securely within Human Resources or external psychometric test provider and retained for an appropriate period of time in line with the HR Retention & Disposal Schedule.

8. Communication to Candidates

Translink is committed to dealing fairly with all candidates and will explain the use of tests, provide suitable practice materials wherever possible and offer relevant feedback whenever tests are used (upon request).

9. Repeat Assessments

In accordance with the professional use of psychometric tests, Translink must apply good practice and consistent testing regulations which will apply as follows:

Candidates who do not reach the standard required in the selection process cannot be tested again within six months using the same selection process elements unless there are mitigating reasons for doing so, which will be determined by the Resourcing Manager on a case by case basis, e.g. where there was significant disruption during the delivery of the tests.

When an applicant is reassessed, the process need only cover the elements which the applicant failed at the first assessment, if it is carried out within two years of the first assessment.

The Resourcing Manager reserves the right to limit the number of repeat assessments which an applicant can undertake.

10. Validity of Test Scores

Candidates' selection process scores will be considered valid for a period of two years from the date of initial assessment, unless the Company adopts different selection process elements relating to the particular post. Where a paper and pencil test is replaced by an online test which is significantly different, or a new test is introduced to the recruitment process, candidates will be required to complete the relevant test regardless of the 2 year duration or if they have previously passed the tests or other tests

for that job role.

Occasionally a candidate will have completed psychometric tests for a post to which they are subsequently appointed on a fixed term/relief basis. If their tenure in the post extends beyond a 2-year period, they will not be expected to complete the same tests for the role again should it become available on a permanent basis. They will be deemed competent based on previously passing the tests and their time completed in the role. This only applies where the role is the same as the role appointed to such as Relief Inspector.

11. Equal Opportunities

The Company is committed to selection on merit and only psychometric tests which are relevant to job demands and are both reliable and valid will be used.

Where an applicant has a disability and requires consideration for a reasonable adjustment, a member of the recruitment team will discuss with the individual their disability and the adjustments required. The applicant will normally be asked to disclose supporting evidence of having the disability prior to assessment, to fully inform the reasonable adjustment/s put in place.

12. Related Policies

Equal Opportunity Policy
Psychometric Testing Policy – Train Driving