

2.0 Applications of the Analysis Aptitude Range

The Analysis Aptitude Range has been designed for use with directors, managers, professionals, graduates and management trainees. A small selection of suitable applications for the Analysis Aptitude Range is provided below.

Recruitment Selection

The Analysis Aptitude assessments are tools which enable improved decision making in recruitment. High volume screening can be achieved using the online invited access versions of Swift Analysis Aptitude-R (IA) and the Analysis Aptitude-R (IA) single tests, with supervised testing prior to appointment using the Swift Analysis Aptitude (SA, online or hard-copy) and Professional or Work Aptitudes (SA, online or hard-copy).

The tests in the Analysis Aptitude range are designed to be accurate and valid indicators of performance and potential at work. The combined assessment, Swift Analysis Aptitude, provides an overall measure of ability within 18 minutes. The Analysis Aptitude single tests (Verbal, Numerical and Diagrammatic) each take 24 minutes. The Professional and Work assessments each take around 20 minutes. These tools provide the test-user with reliable results which facilitate the recruitment process.

Analysis Aptitude assessments are often used as one part of an assessment process, in combination with other assessments (e.g., Styles questionnaires or interviews), and are generally integrated with the organization's applicant tracking system (ATS). Care should be taken in analyzing individual jobs to ensure that the tests used are relevant to the aptitudes that need to be assessed.

Including an aptitude assessment is generally considered to be one of the best ways to raise the standard of recruits and to increase the return on investment from a given selection procedure.

Career Planning

Individuals need to understand their strengths and weaknesses if they are planning for the next stage in their career. All tests in the Analysis Aptitude Range can be used to help with this process, providing information about abilities and potential strengths and weaknesses in performance. The candidate-friendly reports which come from the assessments in the Analysis Aptitude Range help candidates to understand their strengths and weaknesses.

Coaching and Development

Similarly, an individual who is being coached can receive important information from one or more of the Analysis Aptitude assessments about how their strengths and weaknesses might impact on their workplace performance.

Team Development

By comparing the Analysis Aptitude assessment reports of a group of people who work together, it is possible to identify areas where individuals' skills are likely to complement, overlap or clash with those of their colleagues.

2.1 Misuse of Analysis Aptitude Range Tests

The Analysis Aptitude Range provides a wealth of information about people's reasoning abilities which can be used in a wide range of work-related applications. However, there are uses and target populations for which these assessments are not appropriate. A sample of these is presented below. Analysis Aptitude assessment users should note that the examples presented here do not constitute a complete list, but rather provide some guidelines about the type of applications for which Saville Consulting's Analysis Aptitude tests are unsuitable.

School Eligibility

The Analysis Aptitude Range has been designed to be used by individuals aged 16 or older. It should therefore not be used to help determine if children below this age qualify to attend a particular school or college, or to assign them to a particular class or program. For individuals aged 16+, the use of Analysis Aptitude assessments to select for attendance of certain schools (e.g., business schools) may be appropriate.

Workforce Reductions or Firing a Problem Employee

The Analysis Aptitude Range should not be used to provide a 'pass or fail' score on which to base decisions about whether to remove people at work. This is an inappropriate use for such an aptitude assessment and will probably not provide an optimum business outcome. There are more effective methods for implementing workforce reduction initiatives which yield better results (contact Saville Consulting for more information). Workforce reduction decisions should be based on consultation and consideration of appropriate organizational performance criteria; not based on the results of such aptitude assessments.

Mental Health, Clinical or Forensic Assessment

Certain types of cognitive assessment have been used to inform decisions about psychological well-being, assessment of mental age or intellectual disability, or fitness to carry out particular roles or functions in society. The Saville Consulting aptitude assessments have not been designed for any of these purposes and it is not an appropriate application of the assessments to use them in such a capacity.