



PODIUM ASSESSMENT CATALOGUE

Smart Talent Solutions



TABLE OF CONTENTS

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Welcome To Podium.....	4
Setting Us Apart	6
Diversity and Accessibility	7
At a Glance.....	8
Personality, Values and Interests.....	8
Ability and Aptitude	9
Behaviours and Skills	10
Organisational Surveys.....	12
360 Degree Feedback.....	12
Personality, Values and Interests.....	14
Personality: PQ10™	16
Dark Side: Derailers	20
Work Values: Drivers	24
Career Interests: Horizons	26
Emotional Awareness	28
Ability and Aptitude.....	30
General Cognitive Ability: GCAT.....	32
Critical Reasoning: Acumen.....	34
Mechanical & Technical Aptitude.....	36

Behaviours and Skills.....	38
Situational Judgement: Leadership Insights	40
Sales Preferences: SPI	42
Situational Judgement: Customer Service	44
Health and Safety Check.....	46
Podium Skills	50
Digit Literacy	50
Grammar	51
Reading Comprehension	52
Spelling.....	53
Data Entry.....	54
Checking	55
Understanding Instructions	56
Typing.....	57
Microsoft Office Simulations	58
Organisational Surveys.....	60
Video Interviewing.....	62
Well-Being and Engagement: Pulse	63
Change Fatigue.....	64
Insights 360	68
BPS EFPA Training	70
Podium Access Course.....	72
EFPA Level 1 & 2 Courses	74



WELCOME TO PODIUM

THE FUTURE OF ASSESSMENT

Robust. Cost effective. Industry-leading technology. Accessible.

At Podium, we blend robust, cost-effective, and industry-leading technology to create accessible solutions for assessment delivery. Our state-of-the-art platform seamlessly facilitates psychometric assessments, surveys, and questionnaires.

Tailored with both practitioners and test-takers in mind, Podium enables candidates to immerse themselves in your brand, imagery, and ethos like no other platform. Over the past decade, we've witnessed substantial advancements in our understanding of personality, the relationship between brain and behaviour, and their correlation to job performance. Our core psychometric assessments are built upon these contemporary neuroscientific models, deeply anchored in a century's worth of research.

Selecting Podium as your partner provides immediate access to top-tier, defensible psychometric tests – a facet we never compromise on.



Our Diverse Team

Behind Podium is a multinational team of psychometricians, globally recognised academics, big data analysts, workplace psychologists, designers, and IT specialists. This group not only keeps pace with contemporary trends in the assessment space – they’re the driving force behind them.

Our Global Reach

Podium operates worldwide, serving both public and private sectors. We are trusted by some of the world’s largest organisations across a range of sectors, including national government, manufacturing, security, telecoms, pharmaceuticals, agriculture, banking, and more. By setting new standards for employee selection, development, and coaching, Podium is the first choice for leading entities globally.

The Power of Insight

Armed with the profound insights provided by Podium’s tests, you can select the best candidates quickly, accurately, and cost-effectively.

SETTING US APART

Uncompromised Security - ISO 27001 Certified

Podium is proud to be ISO 27001 certified, reflecting our commitment to ensuring the highest standards of information security.

At Podium, we don't just prioritise security; we embed it into the very fabric of our systems. Leveraging cutting-edge cloud infrastructure, our assessment platform stands as a testament to the highest global standards, including ISO 27001 and GDPR.

At Podium, we understand the critical importance of maintaining robust security measures in an ever-evolving digital landscape, and we are dedicated to offering the highest standards of security to our clients available.

Your Brand. Your Story.

With Podium, the onboarding experience begins the minute a test link is opened, immersing candidates in your vision, your brand, and your narrative.

Engaging and Interactive

We offer a variety of interactive content options, such as drag-and-drop features, sliders, images, quick-fire questions, and animations to keep test-takers fully engaged throughout the assessment process.

Shaping the Future Together

In an era marked by rapid technological, social, and economic shifts, the methods we employ to attract, select, onboard, and nurture talent must be ever-evolving. You've shared your aspirations with us, and here's what you emphasised:

Efficiency & Depth: You want assessments that are concise yet comprehensive.

Innovation & Affordability: You seek cost-effective solutions that also incorporate the latest in neuroscience and machine learning.

Inclusivity & Engagement: You desire engaging assessments that don't disadvantage any group.

Simplicity & Security: You need tools that are straightforward to use but don't compromise on security.

Holistic Support: You aim for solutions that accompany employees throughout their journey.

Branding: You want the spotlight on your brand, not ours.

User Experience: You prioritise a smooth and intuitive experience for candidates.

Insightful Conversations: You value tools that foster meaningful discussions about the potential of your candidates and employees.

We've not just heard you; we've acted upon it.

DIVERSITY AND ACCESSIBILITY

We are deeply committed to championing diversity and ensuring accessibility. To this end, we've instituted an ongoing development programme to continually enhance our test platform and the specific assessments we create. Throughout every design phase, we've endeavoured to reflect the rich diversity of a candidate's experiences, talents, and preferences, regardless of gender, ethnicity, age, sexual orientation, or disability.

<p>VISION IMPAIRMENT</p>	<ul style="list-style-type: none"> • All buttons, scrolls, and progress bars are optimised for maximum readability. • We offer keyboard navigation and compatibility with screen readers, including Jaws and NVDA. • The Podium platform automatically adjusts text for high-resolution monitors. • Users can choose from in-built high-contrast colour schemes.
<p>COLOUR BLINDNESS</p>	<ul style="list-style-type: none"> • We've optimised display options to cater to individuals with colour blindness, including those with red/green and blue/green challenges.
<p>HEARING IMPAIRED</p>	<ul style="list-style-type: none"> • Subtitles and transcripts can be activated alongside any video or animation. • Voice-over synchronisation ensures an authentic viewing experience for videos and animations.
<p>DYSLEXIA AND OTHER LEARNING DISABILITIES</p>	<ul style="list-style-type: none"> • Voice-over synchronisation ensures an authentic viewing experience for videos and animations. • Keyboard shortcuts are available to aid users with mobility challenges.
<p>GENDER NON-BINARY</p>	<ul style="list-style-type: none"> • Our reports are inclusive, using pronouns such as 'they', 'them', and 'their' alongside traditional he/she designations.
<p>ETHNICITY</p>	<ul style="list-style-type: none"> • We gather candidate biodata in line with international ethnicity classifications. • Options are available to analyse every video, animation, and image to ensure a proportional representation of ethnicities by gender and age.

AT A GLANCE












Personality, Values and Interests

		Selection	Development	Guidance	Organisational
PERSONALITY					
PQ10™	PQ10™ is a modern occupational personality inventory based on contemporary neuroscientific research. It measures ten aspects of personality associated with the Big Five and distinguishes between those behaviours that are more stable (i.e., harder to change) and those that are more malleable (i.e., coachable).	●	●	●	●
Derailers (Dark-side)	Derailers is a measure of a person’s least flattering personality characteristics, which emerge when they are under pressure; commonly referred to as ‘the dark-side’ behaviours. Derailers measures six personality traits associated with extreme scores on the Big Five personality model and which are linked to dysfunctional workplace behaviours.	●	●		
MOTIVATION					
Drivers	Drivers profiles a person’s motivations and effort they are likely to expend in different activities. It is based on widely recognised theories of career development and work values and explores how compatible individuals are with different work environments.		●	●	
CAREER INTERESTS					
Horizons	Horizons is a career interest profile based on one of the most widely accepted models of career themes today; namely, the ‘Holland’ model. As a career guidance tool, it provides individuals with insight into their interests and potential career paths.			●	
EMOTIONAL AWARENESS					
Emotional Awareness	Podium’s test of emotional awareness includes a set of skills that link to our effectiveness at managing our own and others’ feelings and emotions. The link between emotional awareness and workplace outcomes such as engagement, stress tolerance, increased discretionary effort, and leadership is overwhelmingly strong.	●	●	●	



Ability and Aptitude

Selection
Development
Guidance
Organisational

ABILITY

<p>General Cognitive Ability (GCAT)</p>	<p>GCAT is a measure of general cognitive ability and comprises of verbal, numerical, and abstract reasoning categories. Items are randomly arranged, such that no two candidates get the same questions nor in the same order.</p>				
<p>Abstract Reasoning (GCAT-A)</p>	<p>GCAT-A assesses fluid reasoning and is designed to measure how quickly someone can understand and assimilate new and novel problems. Abstract reasoning is generally regarded as the purest form of general mental ability since it is independent of education and cultural background.</p>				
<p>Numerical Reasoning (GCAT-N)</p>	<p>GCAT-N assesses the breadth and depth of a person's numerical and mathematical knowledge. Largely acquired through formal educational experiences, the GCAT-N includes basic mathematical functions as well as more complex numerical calculations.</p>				
<p>Verbal Reasoning (GCAT-V)</p>	<p>GCAT-V assesses the breadth and depth of a person's verbal skills and knowledge. It includes both basic skills (e.g., reading and spelling of single words) as well as the ability to comprehend complex, connected verbal concepts.</p>				
<p>Critical Reasoning (Acumen)</p>	<p>Critical reasoning is an important factor in the ability to make successful business decisions. Acumen represents a significant shift in the measurement of critical reasoning and differs to traditional tests by presenting information in a range of contemporary formats including text messages, blogs, and project apps.</p>				

MECHANICAL & TECHNICAL

<p>Mechanical & Technical Aptitude</p>	<p>This ability test assesses technical reasoning by presenting the test-taker with items based around common mechanical and technical principles, including rotational relationships, moments of forces, levers, fluid dynamics, electrical continuity, and others.</p>				
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Behaviours and Skills

Selection
Development
Guidance
Organisational

SITUATIONAL JUDGEMENT

Leadership Insights

Situational judgement tests (SJT) present test-takers with engaging and realistic work-related scenarios and then ask them to rank the appropriateness of various response options.

Podium’s Leadership Insights SJT is a video animated SJT which presents scenarios aligned to our Leadership Insights competence model with action options for the participant to rate in terms of effectiveness. Results reflect how effective a participant has learned to be (nurture) which can provide a powerful leadership development picture when used alongside PQ10 to understand ‘leadership nature’ as indicated by personality traits.



SALES

Sales Preference Indicator

The Sales Preference Indicator measures a person’s natural aptitude for, and comfort with, persuading and selling to others. It is a tool to support the selection and development of staff in a sales-oriented environment.



Customer Service

SJT scenarios based on typical Customer Service situations. It measures an individual’s ability to meet caller needs, effectively communicate with callers and, pay attention to the requirements of the call.



PODIUM SKILLS

Digital Literacy

A digital literacy, and digital confidence assessment can offer you guidance about how confident an individual feels about using technology day-to-day, as well as assessing their digital literacy/knowledge of specific digital domains (i.e., general computer skills, internet skills, software/application skills, security awareness and technical knowledge).



Grammar

Grammar measures an individual’s ability to use grammatical rules correctly and appropriately. Sentences are presented which contain examples of commonly misused grammatical devices, for example, the inappropriate use of apostrophes to form possessive nouns, and establishes the participant’s ability to identify in which of the presented options grammatical rules are correctly applied.



Behaviours and Skills

Selection
Development
Guidance
Organisational

PODIUM SKILLS ...continued

Reading Comprehension	Reading Comprehension-General assesses an individual's ability to comprehend information when reading short passages of text. A participant is offered a short paragraph and is then asked to identify what the paragraph is about. Similar to a verbal critical reasoning assessment, however simplified.	●			
Spelling	Spelling assesses an individual's ability to identify correctly spelled words.	●			
Data Entry	Data Entry measures speed and accuracy. It assesses an individual's ability quickly and accurately enter personal information into a form provided onscreen.	●			
Checking	Visual checking assesses an individual's ability to identify the identical image, symbol or text.	●			
Understanding Instructions	Understanding Instructions is designed to see whether people can read and comprehend a series of instructions.	●			
Typing	Typing measures typing speed and accuracy. Participants are given 5 minutes to reproduce a paragraph of text.	●			
MS Office Simulations	The MS Office Simulations assess an individual's ability to use Microsoft Office such as Excel and Word.	●			

PRE-SCREEN INTERVIEWS

Video Interview	Video interviews provide the facility to ask your candidates a pre-defined set of interview questions via web video recording. Video interviews typically replace first round telephone or Skype/Teams interviews and can reduce the time spent on pre-screening by up to 80% and reduce recruitment spend by 50%.	●			
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HEALTH AND SAFETY

Safety Check	Health and Safety Check identifies personal characteristics that help to predict unsafe behaviour in the workplace. It is a combined psychometric measure of personality (conscientiousness, compliance, motivation, composure and confidence) and ability (comprehension of situational safety, information checking, understanding instructions and attention to the task) characteristics that research shows are predictive of safety performance.	●	●		
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Organisational Surveys

Selection

Development

Guidance

Organisational

WELL-BEING AND ENGAGEMENT

Pulse Pulse survey measures well-being and helps organisations identify issues that impact their well-being and engagement while working remotely and during times of abrupt change.



CHANGE FATIGUE

Change Fatigue Change Fatigue survey measures an individual's attitude towards change which can contribute to change fatigue (change scepticism, psychological exhaustion, uncertainty and pace of change) and also examines how these attitudes affect an individual's personal engagement (level of satisfaction, involvement, commitment, and feeling empowered).



360 DEGREE FEEDBACK

Insights 360 Insights 360 compares an individual's self-ratings on behavioural competencies with ratings provided by colleague to reveal strengths, weaknesses and differences between self-perceptions and others' assessments. It offers customisable competency frameworks or inbuilt Podium competencies (Thinking, Directing, Achieving, and Empowering).



Smart Talent Solutions

PERSONALITY, VALUES AND INTERESTS

Personality: PQ10™

Dark Side: Derailers

Work Values: Drivers

Career Interests: Horizons

Emotional Awareness





The British Psychological Society
Registered Test

PERSONALITY: PQ10™ - A BPS REGISTERED TEST

Personality encapsulates the long-term and relatively stable patterns that define our thinking, feeling, and behaviour. These patterns significantly influence various outcomes in our lives. On an individual level, personality can shape job satisfaction, employee engagement, and the quality, quantity, and timeliness of work output. Moreover, it plays a pivotal role in determining leadership effectiveness.

In the realm of staff selection, well-constructed personality questionnaires are indispensable. This is because personality measures are predictive of work performance and can significantly enhance both organisational effectiveness and individual well-being.

The PQ10™, developed in partnership with Dr. Nigel Guenole, stands out in its efficiency. It requires only half the time of conventional personality tests, yet offers profound insights into an individual's cognitive, emotional, and behavioural patterns.

Our psychologist-designed reports are devoid of complex jargon, making them straightforward and accessible. They offer a succinct overview of strengths and areas for development. Additionally, the feedback and development report options provide clear guidance for any subsequent coaching or support needs.

One of PQ10™'s distinctive features is its ability to delineate which personality facets are more stable (and thus, harder to alter) versus those more amenable to personal development and growth. This distinction is invaluable for HR professionals, guiding them on where to channel development and coaching resources for optimal returns.

PQ10™ is a self-report tool consisting of 90 questions. Designed to be user-friendly, it demands minimal reading and can be completed in under 15 minutes. Reports are instantly available for both selection and developmental purposes.



90
questions
long



MINIMAL
reading
demands










<15
minutes to
complete

The assessment encompasses ten broad scales. These can be grouped to represent the Big Five personality traits and also the higher-order personality dimensions: stability (which includes the need for stability and tendencies to self-regulate and maintain existing goals, interpretations, and strategies) and plasticity (characterised by the need for reward, stimulation, and tendencies to seek out new goals, interpretations, and strategies).

		Big Five Factor	Underlying Trait
Plasticity	Ideas	Openness Cognitive stimulation, intellectual curiosity, and creativity.	Inquisitiveness Intellectual engagement with ideas and challenges. Creativity Creative and artistic engagement.
	People	Extraversion Social and behavioural stimulation.	Power Power, responsibility, and influence over oneself and others. Sociability Social interaction and engagement with others.
Stability	Results	Agreeableness Social stability and social harmony.	Compassion Empathy, thoughtfulness, concern, and care of others. Diplomacy Maintaining social harmony and adherence to social norms.
	Resilience	Conscientiousness Persistence, dependability, and adherence to rules and structure.	Drive Persistence in the pursuit of long-term goals. Orderliness Maintaining order, structure, routine, and process.
		Emotional Stability Resilience, confidence, self-belief and composure in response to uncertainty or perceived threats.	Emotionality Maintaining composure and effectively managing moods and negative feelings. Confidence Maintaining confidence and self-assuredness in the face of challenges or threats.

FEATURES:

-  A BPS Registered Test graded “Excellent”. ★ ★ ★ ★
-  The unique design of **PQ10™** means that it takes approximately 15 minutes to complete – about half the time of a standard test of personality without undermining test robustness.
-  **PQ10™** is free of item redundancy and item overlap – features which add to this being a short, succinct assessment. Its interactive design also means that the test-taker is kept optimally engaged.
-  The **PQ10™** report is free of psychology jargon and is easy to navigate. You don’t have to wade through pages to get critical information about a candidate.
-  **PQ10™** was developed using advanced item response theory methods, thereby supporting more fine-grained distinctions between candidates.
-  **PQ10™** has strong reliability overall, and across sub-samples e.g. gender, ethnicity. It is also highly stable over time, with test-retest for all scales in excess of .75.
-  Analyses of **PQ10™** data across thousands of participants of different ethnicities suggests appropriate use will not lead to adverse hiring decisions against minority groups.



**The British
Psychological Society**
Registered Test

QUICK FACTS:



MEASURES:

Personality, tendencies, and preferences.



WHEN TO USE:

- Selection
- Training and Development
- Counselling
- Career Advice



DURATION:

90 questions untimed
(15 minutes, approx.)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or
Annual Licence (SaaS)



REPORTING:

- Selection
- Development
- Candidate single page and extended options.

LANGUAGES:

- English
- Arabic
- Chinese (Simplified)
- Dutch
- French
- German
- Indonesian
- Italian
- Japanese
- Korean
- Serbian
- Slovakian
- Spanish
- Swedish
- Thai
- Turkish
- Vietnamese

It is suitable for use in all areas of HR where detailed information is required about employees' and prospective employees' patterns of thinking, feeling, and behaving.

DARK SIDE: DERAILERS

Psychologists now understand that you can indeed have ‘too-much-of-a-good-thing’ and that extreme behaviours can, in some jobs, have a negative impact on performance. These extreme behaviours are what industry insiders refer to as ‘the dark side’ of personality.

There is a case to be made for the use of personality tools that focus on the measurement of dark-side behaviours in personnel-related decision-making. This is on the proviso that job analysis has shown these behaviours to impact job performance and that assessment is not being used for medical screening purposes.

Derailers is the only commercially available dark-side assessment that re-conceptualises dysfunctional personality under the revised DSM-5 trait framework.

It provides a measure of a person’s least flattering personality characteristics, which emerge when an individual is under pressure. Commonly referred to as ‘the dark side’, Derailers is designed to predict job performance and diagnose counterproductive behaviours that interfere with interpersonal work relationships and prevent the achievement of work goals.

Derailers is a self-report inventory, with minimal reading demands and can be completed in less than 10 minutes. Report output highlights areas of high risk and provides probing development recommendations.



60
questions
long



MINIMAL
reading
demands









<10
minutes to
complete

Derailers measures six counter-productive personality traits associated with extreme scores on the Big Five personality model.

TRAIT	DERAILING BEHAVIOURS
<p>Reserved <i>Potential for being withdrawn and distant.</i></p>	<ul style="list-style-type: none"> • Avoiding others and maintaining interpersonal distance. • Appearing to lack affection and be disinterested in other people or building relationships. • Appearing dejected or glum.
<p>Sensitive <i>Potential for focusing on shortcomings and displaying emotions.</i></p>	<ul style="list-style-type: none"> • Having a negative outlook and low self-esteem. • Being moody or anxious. • Appearing to be suspicious of others.
<p>Antagonistic <i>Potential for being aggressive with others and direct in their communication style.</i></p>	<ul style="list-style-type: none"> • Hostility and aggression towards others. • Desire to achieve their goals at any expense and interactions with others influenced by that desire. • High self-orientation and little regard for others' opinions and feelings.
<p>Impulsive <i>Potential for being impulsive and taking risks.</i></p>	<ul style="list-style-type: none"> • Having short attention spans and unable to concentrate for long. • Being casual and not following through with commitments • Acting recklessly and making rash impulsive decisions.
<p>Compulsive <i>Potential for being rigid, inflexible, and intolerant of perceived dereliction of obligations.</i></p>	<ul style="list-style-type: none"> • Being rigid and inflexible. • Setting unrealistic targets for themselves and others. • Being intolerant of mistakes and view any shortcomings as a failure.
<p>Unconventional <i>Potential exhibiting unusual behaviours, disregarding of social conventions, and expressing unconventional beliefs or ideas.</i></p>	<ul style="list-style-type: none"> • Having unusual thought processes and unconventional beliefs. • Seeming eccentric to other people. • Being unable to explain how or why they did things.

FEATURES:

-  The Derailers model is considered a dysfunctional equivalent of the Big Five dimensions of personality (i.e., extraversion, conscientiousness, agreeableness, openness to experience, and emotional stability). If you take any of these traits to the extreme, job performance may be detrimentally impacted.
-  Rather than screening for personality disorders, Derailers measures traits that predispose an individual to dysfunctional work behaviour, and in content areas that have clear implications for job success.
-  Derailers was developed on large representative samples using advanced item response theory methods.
-  Derailers has strong reliability overall and across sub-samples e.g., gender, ethnicity.
-  Validity studies against well-established models, such as PDQ-4 reveal expected patterns of correlations with these alternative models.
-  Examination of questionnaire items across ethnic groups reveals minimal evidence of psychometric bias.



QUICK FACTS:



MEASURES:

Dark-side personality, tendencies, and preferences.



WHEN TO USE:

- Training and Development
- Counselling
- Career Advice



DURATION:

60 questions untimed
(15 minutes, approx.)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or
Annual Licence (SaaS)



REPORTING:

- Development
- Candidate single page and extended options.

LANGUAGES:

- English
- Arabic
- French
- German
- Indonesian
- Italian
- Slovakian
- Thai
- Turkish
- Vietnamese

WORK VALUES: DRIVERS

Drivers profiles a person's motivations to determine the amount of energy and effort they are likely to expend in different activities. It is based on one of the most widely recognised theories of career development and work values, namely, Schein's Career Anchors model. Drivers is an invaluable aid to investigating how compatible individuals are with different work environments.

Understanding an individual's personal drivers can help identify where someone is likely to gain the most satisfaction from work. It can also help identify the alignment between personal and work values, practices, and work environment.

QUICK FACTS:



MEASURES:

Work motivation and values.

LANGUAGES:

- English
- Spanish
- Turkish



WHEN TO USE:

- Selection
- Training and Development
- Counselling
- Career Advice



DURATION:

36 questions untimed (*10 minutes, approx.*)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

MEASURES:

Drivers measures the following work values and motivations.

WORK LIFE BALANCE

The need to keep a balance between one's work and personal life demands.

SECURITY / STABILITY

The need for stability, continuity, and job security.

OPPORTUNITIES

The freedom to seek opportunities, take risks, and push boundaries.

STIMULATION

The need for stimulation, challenge and variety in one's work.

AUTONOMY / INDEPENDENCE

The freedom and discretion to schedule one's work and how work is carried out.

TECHNICAL ACCOMPLISHMENT

The drive for success in a technical role and to work to the best of one's technical ability.

AUTHORITY / POWER

The need for power and control over others, and the desire to give directions and instructions to others.

SERVICE

The need to use one's talents to help others and make a difference.

COMPENSATION / REWARD

The need to be remunerated fairly in comparison to others.

CAREER INTERESTS: **HORIZONS**

Horizons is designed to be used in career coaching to help guide an individual through a process of exploring their career motivators, drivers, and interests to identify their ‘best-fit’ career options.

Horizons is based on one of the most widely accepted models of career themes today; namely, the ‘Holland’ model. Holland’s theory is centred on the notion that people’s career preferences can be divided into six categories: Realistic, Investigative, Artistic, Social, Enterprising and Conventional.

Horizons is invaluable to school leavers, early in career graduates, and experienced employees who are looking for a career shift. For each group, the message is the same; aligning your career choices with your career interests is a vital step towards well-being and job satisfaction.

QUICK FACTS:



MEASURES:
Career interests.



WHEN TO USE:
Counselling, Career Advice



ADMINISTRATION:
Supervised or unsupervised.



COST:
Credit Based or Annual Licence (SaaS)



DURATION:
20 questions untimed (10 minutes, approx.)

LANGUAGES:

- English
- Arabic
- Italian
- Thai
- Turkish

MEASURES:

Measures the following career interest areas.

REALISTIC

Individuals with high scores on this scale are **doers**. They are down to earth, practical individuals who enjoy physical activity and working with their hands.

INVESTIGATIVE

Individuals with high scores on this scale are **thinkers**. They are inquisitive individuals who enjoy activities that involve observation, investigation, and exploration.

ARTISTIC

Individuals with high scores on this scale are **creators**. They are expressive, individuals who enjoy artistic, creative pursuits and working with abstract ideas.

SOCIAL

Individuals with high scores on this scale are **helpers**. They are caring and cooperative individuals who enjoy socialising and being in service to others.

ENTERPRISING

Individuals with high scores on this scale are **persuaders**. They enjoy taking charge, taking risks, and competing with others.

CONVENTIONAL

Individuals with high scores on this scale are **organisers**. They excel in structured tasks that require adherence to rules and planning.

EMOTIONAL AWARENESS

The link between the emotional awareness of leaders and personal/organisational effectiveness is overwhelmingly strong. Leaders with strong emotional awareness navigate complex, ambiguous change with sensitivity; will inspire individual and team effort and remain open to their own personal development. Podium’s Emotional Awareness tool focuses on five broad areas relating to how people interpret and manage their own and others’ emotions.

QUICK FACTS:



MEASURES:

Emotional awareness

LANGUAGES:

- English
- Arabic



WHEN TO USE:

- Selection
- Training and Development
- Counselling
- Career Advice



DURATION:

66 questions untimed (10 minutes, approx.)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

MEASURES:

Measures the following career interest areas.

EMOTIONAL PERCEPTION	Emotional self-awareness An awareness and one's own feelings and emotions.
	Emotional perception of others The interpretation of others' feelings, needs, and concerns.
EMOTIONAL PREFERENCES	Emotional thinking To rely on emotions over rational analysis when making decisions.
	Emotional expression To be moved by emotion and express one's feelings.
EMOTIONAL JUDGEMENT	Emotional reasoning To use feelings and emotions when making personal and interpersonal work decisions.
EMOTIONAL MANAGEMENT (SELF)	Emotional well-being To feel confident and satisfied with oneself and life in general.
	Emotional regulation To withstand stress and effectively control one's own emotions.
EMOTIONAL MANAGEMENT (OTHERS)	Emotional support To empathise with others, show compassion, and offer support.
	Emotional influence To influence others and positively impact their feelings.

ABILITY AND APTITUDE

General Cognitive Ability: GCAT

Critical Reasoning: Acumen

Mechanical & Technical Aptitude



The British Psychological Society
Registered Test

GCAT- A BPS REGISTERED TEST

General cognitive ability is the capacity to learn, understand, and deal with new problems and situations. It influences how quickly somebody can assimilate new ideas, how readily they can adapt, and how adeptly they can solve novel problems.

For organisations, it is well established that cognitive ability predicts occupational success and is an important ingredient of future potential. The use of general reasoning tests is not without controversy, however, which is why the selection of these tools must be done with care and consideration for issues of fairness, reliability, and validity.

GCAT is a general cognitive ability test that measures abstract, verbal, and numerical reasoning ability. Adaptive versions of the numeracy and abstract sub-tests are also available. GCAT is suitable across all industries to support selection, the identification of high-potential employees, career development, and succession planning.

To replicate the demands of the modern workplace, questions are presented in a random, rapid-fire format with no two candidates receiving the same questions in the same order. This is also an important feature to minimize cheating behaviour.



60
questions
long



MINIMAL
reading
demands










30
minutes to
complete






LANGUAGES:

- English
- Arabic
- Chinese
- Slovakian
- Swedish
- Thai
- Turkish

FEATURES:

-  A BPS Registered Test graded "Excellent". ★★★★★
-  Provides a comprehensive assessment of mental ability covering verbal, numeric, and abstract reasoning.
-  Item Pooled: The GCAT has question items that are randomly arranged, rather than delivered in arbitrary item sets, thereby mirroring the agile way in which people need to work on the job.
-  Test options are available to support timed and untimed test administration making the GCAT suitable for candidates with dyslexia and other learning needs.
-  Various delivery options maximise candidate engagement, while minimising cheating behaviour.
-  GCAT has strong overall internal consistency reliability in excess of **0.85** across sub-samples e.g. gender, ethnicity.
-  The GCAT can be unbundled, measuring abstract reasoning (12 items), numerical reasoning (12 items) and verbal reasoning (25 items).

QUICK FACTS:

- | | |
|--|--|
|  <p>MEASURES:
General cognitive ability (verbal, numerical and abstract reasoning).</p> |  <p>ADMINISTRATION:
Supervised or unsupervised.</p> |
|  <p>WHEN TO USE:
– Training
– Selection
– Development</p> |  <p>COST:
Credit Based or Annual Licence (SaaS)</p> |
|  <p>DURATION:
GCAT Variable
60 questions timed
(30 minutes)</p> |  <p>REPORTING:
– Selection
– Development
– Candidate single page and extended options.</p> |

CRITICAL REASONING: **ACUMEN**

Critical reasoning is an important factor in the ability to analyse information from different sources and draw logical conclusions which can be defended and justified.

Acumen represents a significant leap forward in terms of how we measure critical reasoning. Incorporating both verbal and numerical elements, this assessment differs to traditional tests by presenting information in a range of contemporary interactive formats including text messages, blogs, bubble charts, and project apps. With high face validity, Acumen keeps the test-taker fully engaged throughout the assessment process.

Acumen provides a comprehensive assessment of reasoning using real-world, workplace scenarios. Verbal and numerical questions are mixed to reflect the agile ways people need to think on-the-job.

Acumen is suitable for graduates, emerging leaders, managers and executives and has application in the selection and development of staff.

Acumen consists of 25 numerical and 25 verbal items and measures the following abilities associated with critical reasoning:

- Understanding and identifying key points in complex arguments.
- Comprehending trends from statistical data.
- Analysing information derived from different sources.
- Evaluating the strength of arguments.
- Making logical assumptions and inferences.
- Drawing conclusions that can be supported.



50
questions
long








MODERATE
reading
demands









45
minutes to
complete

FEATURES:

-  Acumen taps into aspects of reasoning such as inference making, drawing conclusions, and evaluating arguments. Most alternate reasoning tests in the market only require a candidate to judge the accuracy of a statement.
-  Unlike traditional assessments, Acumen requires the candidate to interact with the assessment (i.e., to scroll through a text, or open up additional screens for layers of information).
-  Acumen has strong overall internal consistency reliability in excess of 0.85 across sub-samples e.g. gender, age.
-  While complex charts and tables are presented in the test these were developed with accessibility for colour blind and vision impaired participants in mind.
-  Extensive trialling with graduate and managerial groups ensures that Acumen has high face-validity and can differentiate between candidates of high ability.

QUICK FACTS:

- | | |
|--|--|
| <p> MEASURES:
Critical reasoning in a business context.</p> | <p> ADMINISTRATION:
Supervised or unsupervised.</p> |
| <p> WHEN TO USE:</p> <ul style="list-style-type: none"> – Training – Selection – Development | <p> COST:
Credit Based or Annual Licence (SaaS)</p> |
| <p> DURATION:
50 questions timed (45 minutes)</p> | <p> REPORTING:</p> <ul style="list-style-type: none"> – Selection – Development – Candidate single page and extended options. |

MECHANICAL & TECHNICAL APTITUDE

The Mechanical and Technical Aptitude test has been designed to predict the success of applicants in technical/craft apprenticeships or training roles (e.g., engineering, industrial, and trade apprentices) where an understanding of mechanical, technical, and physical concepts are crucial.

This test assesses test taker aptitude in grasping physical principles, applying technical concepts, and thinking about shapes and spatial relationships. This is achieved using items that involve solving problems that require an understanding of:

- Stability, balance, and gravity.
- Levers and moments.
- Gears, pulleys, and rotational relationships.
- Fluids, pressure, and aerodynamics.
- Simple electrical circuits.
- Pendulums and trajectory.
- Optics and mirror images.

We recommend assessing general mental ability (i.e., GCAT) alongside technical aptitude to gain a more comprehensive view of a test-taker’s ability.



25
questions
long



MINIMAL
reading
demands



8
minutes to
complete

QUICK FACTS:



MEASURES:

Mechanical and technical aptitude.



WHEN TO USE:

- Selection
- Training
- Development



DURATION:

25 questions timed (*8 minutes, approx.*)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

BEHAVIOURS AND SKILLS

Situational Judgement: Leadership Insights

Sales Preference: SPI

Situational Judgement: Customer Service

Health & Safety Check

Podium Skills:

Digital Literacy

Grammar

Reading Comprehension

Spelling

Data Entry

Understanding Instructions

Typing

Microsoft Office Simulations



SITUATIONAL JUDGEMENT: **LEADERSHIP INSIGHTS**

Podium’s Leadership Insights SJT is an engaging way of presenting test takers with real-world job situations using animated vignettes. It presents scenarios about leadership skills, based on real world workplace occurrences using animated vignettes.

Participants are presented with action options which they would choose or rate as most appropriate or effective in the presented situation. Responses are compared to those of Subject Matter Experts (SMEs). Podium’s SJTs can be designed around your organisation’s competency/capability framework or Podium’s own behavioural framework.

Care is taken in the design of an SJT to minimize any unconscious bias by test-takers, including:

- The avoidance of stereotypical imagery, words, and connotations.
- The use of instructions that equally appeal to men and woman.
- Using inclusive imagery in animations and video.

For optimal results, we recommend using alongside personality assessment.

The Leadership Insights behavioural framework supports the two-factor structure of task and people requirements of leadership roles expressed by Bass and Stogdill (1990) who used the terms “initiating structure” and “consideration”. This was later supported in a meta-analysis study by Judge et al. (2004) and a paper by Meriac et al. (2014) .

QUICK FACTS:



MEASURES:
Leadership Judgement



DURATION:
Untimed: Approx 45 mins



WHEN TO USE:
Selection or Development



ADMINISTRATION:
Supervised or unsupervised.



COST:
Credit Based or Annual Licence (SaaS)

Building on this we define People requirements of leadership roles as those which “reflect situations in which leaders are engaged with others to understand their needs, express support, and positively influence their behaviour.” and task requirements of leadership roles as those which “concern situations in which leaders engage problems and tasks to understand issues, propose solutions, set objectives, and define plans and responsibilities.”

Further detail is provided by adopting a hierarchical structure based on Schroder’s High Performance Leadership Competencies (HPLC) model which consists of four clusters of twelve competencies. The adopted SJT model measures two clusters focused on Task Requirements and two clusters focused on People Requirements for effective leadership.

		BEHAVIOURAL AREAS
TASK REQUIREMENTS	Thinking Cluster	Acquiring Info: Gathering a rich variety of information from many different sources about events. This includes seeing issues from many different perspectives to compare options prior to taking action.
		Generating Ideas: Linking information to form new ideas that explain the underlying sequences and causes of events This includes both creative and analytical thinking that leads to future productivity.
	Achieving Cluster	Proactivity: Designing implementation plans and outlining actions and responsibilities. Plans are produced in anticipation of needs rather than as a reaction to situational demands.
		Continuous Improvement: Setting goals and targets and monitoring progress to improve performance. Targets are focused on adding value for the customer and improving organisational outcomes.
PEOPLE REQUIREMENTS	Empowering Cluster	Emotional Awareness: Recognises own emotions as well as the emotions of others. Can regulate their own emotions and can influence the emotions of others in a positive way as required. Makes people feel valued and respected.
		Teamwork: Encourages teamwork and cooperation, goal alignment, flexibility and a willingness act across functional boundaries. Provides staff with the resources, training and feedback to develop their capability.
	Directing Cluster	Confidence: Making your stance on issues clear and securing the support of those around you. Uses persuasive arguments and the goals and interests of others to build support for ideas.
		Presence: Comportment and poise that contributes to follower alignment. Makes effective and concise presentations and establishing effective communication processes.

SALES PREFERENCE: SPI

In the competitive world of sales, understanding an individual's inherent strengths and preferences can be the key to unlocking their potential. The Sales Preference Indicator (SPI) is a meticulously designed tool that delves deep into an individual's sales-oriented behaviours, offering insights that can drive both selection and development in sales-centric roles.

Key Features:

Adaptive Selling Techniques: Evaluates an individual's ability to adjust their selling strategies based on the customer's needs and reactions.

Emotional Objectivity and Resilience: Assesses one's capability to maintain emotional balance, especially when faced with rejection or challenging sales scenarios.

Relationship Building: Measures comfort and proficiency in sociability, networking practices, and building lasting relationships with clients.

Sales Focus Assessment: Distinguishes between an individual's self-focus versus an organisational focus, ensuring alignment with company goals.

Assertiveness Analysis: Gauges the drive and assertiveness in closing sales, a critical component for sales success.



68
questions
long



MINIMAL
reading
demands



15
minutes to
complete

Benefits:

Comprehensive Reporting: The SPI provides detailed insights into an individual's approach to various sales behaviors, offering actionable suggestions for managing strengths and areas of development.

Enhanced Selection: With a focus on behaviors known to impact sales success, the SPI ensures that you select individuals best suited for roles where negotiation and influence are paramount.

Skill Development: Feedback from the SPI allows individuals and teams to refine their sales strategies, fostering continuous growth in their sales abilities.

QUICK FACTS:



WHEN TO USE:

Selection, Training, Development



DURATION:

68 questions, 15 minutes (approx.)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

SITUATIONAL JUDGEMENT: CUSTOMER SERVICE

Podium’s Customer Service Test assesses skills that are necessary for effective performance in call centre and customer service environments. The assessment comprises of three scenarios that simulate working in a call centre by asking the test taker how they would respond to a caller as the call progresses through several stages (i.e., greeting, identifying, defining, resolving, and closing). The three types of calls included in the assessment are:

- Problem solving (i.e., caller asks about a delayed order)
- Enquiry (i.e., caller wants more information about services)
- Complaint (i.e., caller complains about the quality of a received item)

Using these three scenarios, performance is measured in terms of the test taker’s ability to meet the caller needs, communicate clearly and effectively, and pay attention to detail. The scales measured by the Customer Service Test are summarised in the diagram below.



We acknowledge that other factors such as personality, tone of voice, adaptability, memory, speed, and following instructions can be important to call centre agent performance, but it was not possible to assess these in the current assessment format. We therefore recommend the Customer Service Test is used in combination with other Podium tests (e.g., PQ10 for personality, GCAT for learning capacity, or the Understanding Instructions Test) to provide a comprehensive understanding of candidates.

MEETING CALLER NEEDS	An effective call centre agent can quickly and effectively understand and resolve customer needs. It is also important that call centre agents can adapt and meet the needs of a range of different callers. Three common types of calls that a call centre receive are: problem solving calls, enquiry calls, and complaint calls.	Problem Solving	This score reflects the candidate's capacity to effectively meet the needs of a caller who has a problem with an existing order (e.g., it has not been delivered in time).
		Enquiry	This score reflects the candidate's capacity to effectively meet the needs of a caller who is interested in finding out more information about a product or service.
		Complaint	This score reflects the candidate's capacity to effectively meet the needs of a customer who is calling to make a complaint about a product or service.
COMMUNICATION	Being able to effectively communicate with callers forms the foundation of performance in a call centre. Call centre agents need to ensure that they communicate in a way that assists them in being able to resolve the issue that the customer is calling about. To do this, call centre agents should demonstrate empathy and clarity when interacting with callers.	Empathy	This score reflects the candidate's tendency to ensure the caller feels as though they are understood, valued, respected, and heard. It also includes the candidate's ability to communicate in a friendly and respectful, yet professional manner.
		Clarity	This score reflects the candidate's capacity to communicate in a clear and concise manner by using uncomplicated language and avoiding unnecessarily long sentences.
ACCURACY	Effective call centre agents are able to understand the requirements of the call and pay attention to the finer details of what the caller is saying.	Attention to detail	Effective call centre agents display a high level of attention to detail. An example of this is accurately entering caller information into the Customer Relationship Management (CRM) software. To do this, a call centre agent needs to listen attentively to what the customer is saying. Thus, this score reflects the candidate's ability to accurately enter customer information into the CRM.
		Problem Identification	This score reflects the test-taker's ability to understand and correctly classify the nature of different calls (i.e., problem solving, enquiry, complaint).

QUICK FACTS:



ADMINISTRATION:
Supervised or unsupervised.



COST:
Credit Based or Annual Licence (SaaS)



WHEN TO USE:

- Training
- Selection
- Development



DURATION:
21 questions timed/untimed (~30 minutes).

HEALTH & SAFETY CHECK

The Health and Safety Check is a tool for measuring personal characteristics (personality and ability) that help to predict unsafe behaviour in the workplace. It is based on a body of academic research that, over time, has revealed the personality traits and abilities that tend to predict an increased likelihood of workplace accidents, injuries, risky behaviour, or noncompliant work practices.

MEASURES:

Measures the following personal ability factors that are related to safety behaviours:

COMPREHENSION OF SITUATIONAL SAFETY

A person's ability to comprehend hazards, safety relationships, and the ramifications of behaviour for safety outcomes.

INFORMATION CHECKING

Safety behaviours require meticulous attention to detail, such as when reading instruments, evaluating the presence of hazards, and following detailed procedures.

UNDERSTANDING INSTRUCTIONS

Measures a person's ability to understand instructions in different written and graphical forms.

ATTENTION TO THE TASK

People who are more inclined to cognitive failures such as distractibility and forgetfulness may be more likely to engage in unsafe behaviours and be involved in accidents.

MEASURES:

Measures the following areas of personality related to safety behaviours:

SAFETY CONSCIENTIOUSNESS

Characteristics that incline a person towards safe workplace practices by following rules and safety procedures diligently and not cutting corners.

SAFETY COMPLIANCE

A person's motivation to get along with others and to work towards the collective wellbeing.

SAFETY MOTIVATION

Whether a person may be inclined to cut corners or ignore safety rules to gain a competitive advantage over co-workers.

SAFETY COMPOSURE

A person's susceptibility to psychological stress and emotional volatility, and their self-doubt and lack of confidence that could be associated with unsafe work behaviours.

SAFETY CONFIDENCE

Measuring a person's self-confidence which can tend to exhibit more positive safety behaviours.

QUICK FACTS:



WHEN TO USE:

- Recruitment
- Selection
- Development
- Safety Management



DURATION:

The Safety Check battery includes GCAT Adaptive Abstract (12 items - Untimed), Understanding Instructions (20 items - 12 mins), Safety Perspectives (Personality -108 items - Untimed) and Checking (25 items - 4 mins)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

Smart Talent Solutions

PODIUM SKILLS: **DIGITAL LITERACY**

The ability to adeptly navigate and understand digital tools is paramount in today's world. Podium's Digital Literacy Test, based on the UK Government's National Standard for Essential Digital Skills, offers a comprehensive evaluation of an individual's proficiency across a spectrum of digital skills, and ensures candidates are equipped to thrive in modern workplaces.

Key Features:

Digital Confidence and Literacy: Assesses an individual's confidence and proficiency in navigating digital platforms, understanding modern devices, and effectively communicating in a digital environment.

General and Internet Skills: Evaluates basic computer skills, including the ability to navigate the internet safely, communicate online, and retrieve information efficiently.

Software Proficiency: Measures the ability to use common software and applications for daily tasks, ensuring individuals can identify and use the right tools for specific tasks.

Security Awareness: Focuses on online safety, including safe browsing, digital file sharing, and a comprehensive understanding of data protection concerns.

Technical Acumen: Tests understanding of hardware, peripherals, and internal computer components, ensuring a holistic grasp of both software and hardware aspects of digital technology.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

~10 minutes, timed.



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: GRAMMAR

Grammar is the backbone of clear and effective communication. Podium's Grammar Test is meticulously designed to evaluate an individual's proficiency in applying grammatical rules across a broad spectrum of categories, ensuring impeccable language usage.

Key Features:

Targeted Challenges: The test focuses on commonly misused grammatical devices, such as homophones and possessive apostrophes, ensuring a thorough evaluation of typical pitfalls.

Tense and Verb Mastery: Assesses the ability to navigate various verb tenses and forms, including subject-verb agreement and auxiliary verb usage, ensuring sentence integrity.

Punctuation and Abbreviation Precision: Evaluates understanding of proper punctuation usage and the correct application of abbreviations and acronyms, promoting clear communication.

Descriptive Analysis: Examines the proper usage and placement of adverbs, adjectives, and determiners, ensuring descriptive accuracy in communication.

Real-World Application: Practical sentence scenarios ensure the assessment is relevant to everyday communication, making it a true test of usable grammar skills.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

~10 minutes, timed.



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: **READING COMPREHENSION**

Reading comprehension is a key feature of effective communication, critical thinking, and decision-making in the professional world. Podium’s Reading Comprehension test is meticulously designed to evaluate an individual’s ability to understand, analyse, and derive meaning from written texts, ensuring they can adeptly navigate the written information encountered in various job roles.

Key Features:

Deep Analysis: The test challenges individuals to extract relevant information, retain it, and apply it in diverse contexts, ensuring a comprehensive assessment of their reading skills.

Real-World Application: Designed to mirror workplace scenarios, the test requires test takers to choose statements that accurately reflect the presented information, ensuring practical relevance.

Strong Reliability: With an overall internal consistency reliability above 0.7, the test offers consistent and dependable results.

Critical Skill Evaluation: Beyond mere comprehension, the test evaluates an individual’s ability to interpret instructions, policies, and professional documents, which are pivotal for productivity and performance.

Focus on Common Pitfalls: The test includes passages that address areas where comprehension is often challenged, ensuring a thorough evaluation of an individual’s ability to navigate complex texts.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

~10 minutes, timed.



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: SPELLING

In an environment where written communication is paramount, accurate spelling is the cornerstone of clarity and understanding. Podium's Spelling test is meticulously crafted to evaluate an individual's proficiency in identifying correctly spelled words, ensuring impeccable written communication.

Key Features:

Diverse Vocabulary Range: Test takers are presented with a series of words, spanning from everyday language to specialised terminology, ensuring a comprehensive assessment experience.

Levels of Difficulty: Words vary in complexity, challenging test takers across different proficiency levels and ensuring a holistic evaluation of their spelling skills.

Feedback and Improvement: Beyond mere evaluation, our test offers feedback on errors, allowing individuals to identify areas of improvement and refine their spelling skills.

Holistic Language Evaluation: Spelling proficiency often reflects an individual's attention to detail, language fluency, and overall writing competence. Our test provides insights into these critical areas.

Commonly Misconstrued Words: The test specifically includes words that are frequently misspelled or possess inherent complexity, challenging even seasoned spellers.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

~5 minutes, timed.



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: DATA ENTRY (ALPHA NUMERIC)

In an era where data drives decisions, the integrity and accuracy of this information are paramount. Podium’s Data Entry Assessment is meticulously designed to identify candidates who can uphold the highest standards of data entry, ensuring the reliability of critical organisational information.

Key Features:

Speed Evaluation: Assessing not just typing speed, our test measures a candidate’s ability to navigate efficiently, utilise keyboard shortcuts, and adapt to varying data formats. This ensures they can handle the demands of high-volume data entry environments.

Accuracy Analysis: Precision is non-negotiable in data entry. Our assessment evaluates a candidate’s attention to detail, their ability to interpret and transcribe information accurately, and their adherence to data entry conventions.

Realistic Data Entry Scenarios: Candidates are tasked with entering data into digital forms or spreadsheets, replicating real-world data entry tasks.

Holistic Scoring: By evaluating both speed and accuracy, our assessment provides a comprehensive view of a candidate’s data entry proficiency.

Informed Hiring Decisions: With detailed insights into a candidate’s speed and accuracy, employers can make data-driven decisions, ensuring they hire the best fit for data entry roles.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

~5 minutes, timed.



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: CHECKING

In roles where precision is paramount, the ability to discern minute details and identify discrepancies is crucial. Podium's Checking Assessment is meticulously designed to evaluate a candidate's proficiency in spotting errors, ensuring accuracy, and maintaining efficiency in data comparison tasks.

Key Features:

Reference Graphic Comparison: Candidates are presented with a reference graphic and tasked with identifying it amidst a selection of similar distractors, testing their attention to detail.

Proofreading Proficiency: The assessment gauges a candidate's ability to spot errors in data, requiring a comprehensive understanding of grammar, spelling, punctuation, and formatting rules.

Accuracy Emphasis: Beyond just identifying errors, candidates are tested on their ability to pinpoint discrepancies, inconsistencies, or inaccuracies in various data types.

Time-Efficient Checking: Speed is of the essence. Our test evaluates how swiftly a candidate can identify errors or inconsistencies within a set timeframe.

Holistic Evaluation: The assessment offers a comprehensive view of a candidate's attention to detail, ensuring they're fit for roles where precision is non-negotiable.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

25 questions, timed (~4 minutes).



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: **UNDERSTANDING INSTRUCTIONS**

The Understanding Instructions test evaluates a candidate’s ability to comprehend diverse instruction formats, critical for safety-focused roles. It combines varied materials with targeted questions, ensuring precise assessment of comprehension and adherence to crucial guidelines.

Key Features:

Diverse Instruction Formats: Our test incorporates a variety of instruction formats, including tables, diagrams, and passages of text, ensuring a comprehensive assessment experience.

Relevant Questioning: Following each set of instructions, candidates are presented with pertinent questions, testing their comprehension and attention to detail.

Safety-Centric: Designed with a focus on roles where safety protocols are vital, our assessment ensures candidates can understand and adhere to crucial instructions.

Clear Scoring Metrics: Candidates’ scores provide a clear indication of their ability to comprehend instructions. Those who score high are more likely to understand and follow safety instructions effectively.

Targeted Evaluation: Ideal for roles requiring strict adherence to instructions, such as technical positions or industries with stringent safety protocols.

QUICK FACTS:



WHEN TO USE:

Selection



DURATION:

20 questions timed (~12 minutes).



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: TYPING

The typing assessment tool is designed to evaluate an individual's typing ability. By presenting candidates with passages of text to transcribe, measuring not only their speed but also their accuracy, ensuring a comprehensive understanding of their typing capabilities.

Key Features:

Dual-Pane Design: With the source text on one side and a dedicated typing area on the other, candidates can easily read and transcribe without unnecessary distractions.

Speed Measurement: Reporting raw Words per Minute (Words/Minute), giving a clear indication of the candidate's typing speed without considering errors.

Accuracy Analysis: By comparing the transcribed text to the source, we identify and count errors, providing a detailed breakdown of a candidate's precision.

Composite Scoring: Our unique 'Adjusted Words per Minute' (Adjusted Words/Minute) score combines both speed and accuracy, offering a holistic view of a candidate's typing proficiency.

Objective Evaluation: Eliminate guesswork. Our test provides quantifiable metrics on a candidate's typing skills, ensuring unbiased assessment results.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

Timed (~5 minutes).



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

PODIUM SKILLS: MICROSOFT OFFICE SIMULATIONS

MS Office Simulations assess an individual's ability to use Microsoft Office such as Excel, Word and Outlook. Using realistic simulations of the MS Office programs, these assessments measure test takers' ability to create, edit, and format various documents, spreadsheets, and emails. Simulated tasks range from basic (e.g., highlighting text) to more advanced (e.g., restricting editing or using Excel formulas).

Results are provided in the form of an Overall Score (i.e., how many tasks were successfully completed), an Efficiency Score (i.e., how quickly the test was completed), and item scores that indicate which tasks which were successfully completed or skipped and how many actions it took to complete each item. Considered together, these results give a comprehensive understanding of the current level of proficiency with MS Office programs.

Key Features:

Realistic Environment: Candidates experience the look and feel of the Office365 applications on a Windows 11 Desktop, ensuring candidates are assessed in a familiar setting.

Common Task Approach: Each simulation presents a series of tasks that mirror the day-to-day responsibilities of professionals using Word and Excel. This ensures that the assessment is relevant and practical.

Exploratory Learning: While the primary goal is task completion, candidates are encouraged to explore the environment. This approach not only tests their knowledge but also their adaptability and problem-solving skills.

Efficiency Tracking: It's not just about getting the job done; it's about doing it efficiently. Our simulations track each action, allowing employers to gauge not only a candidate's success in task completion but also their efficiency and approach.

QUICK FACTS:



WHEN TO USE:

Selection, Training and Development



DURATION:

MS Word (26 tasks), timed (15 minutes)

MS Excel (28 tasks), timed (15 minutes)



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

Smart Talent Solutions

ORGANISATIONAL SURVEYS

Video Interviewing

Well-Being & Engagement: Pulse

Change Fatigue

Insights 360



VIDEO INTERVIEWING

The use of video interviews is increasing at a significant pace and crosses nearly every job type and industry. Video interviews typically replace first round telephone or Teams interviews and can reduce the time spent on first round screening by up to 80% and reduce recruitment spend by 50%.

Interviewers and candidates are not online together so you don't have to worry about scheduling interviews, time restrictions, or wasting time with unsuitable candidates.

BENEFITS:

- Save a video interview and review at your convenience.
- Pre-set the time a candidate has to prepare and answer each question.
- The security and encryption of videos means candidate information is always protected.

QUICK FACTS:

**WHEN TO USE:**

Pre-screening.

**DURATION:**

Typically 15 to 30 minutes depending on the number of questions.

**ADMINISTRATION:**

Unsupervised; in a candidate's own time.

**COST:**

License options and per person. Please contact Podium for more information.

WELL-BEING & ENGAGEMENT: PULSE

Remote working is not a new concept, and many progressive organisations already support it. A sudden change to working from home, without the usual transitional planning, brings a whole new set of challenges for employees and employers alike. Isolation is one of the most common issues raised by remote workers and can lead to lower levels of job satisfaction.

Pulse survey is designed to help organisations survey employee well-being and identify issues that impact their well-being and engagement while working remotely or during times of abrupt change. It has been developed using evidence-based academic studies such as the 'World Health Organisation - Five Well-being Index' (WHO-5).

To check the true pulse of an organisation it is recommended to administer regular pulse surveys to help manage feedback to staff and deal with issues arising. This can include refining internal communication strategies, providing opportunities for remote social interaction or establishing more regular check-ins, among other possible interventions depending on survey results.

QUICK FACTS:



MEASURES:

General well-being, work life balance, connectedness, engagement



WHEN TO USE:

Wellbeing across organisations, departments or teams



DURATION:

35 questions, untimed (~10 minutes).



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

CHANGE FATIGUE

Change is inherent in organisations, driven by factors like technology, economy, and customer preferences. Although change can have both positive outcomes, such as increased efficiency and competitiveness, it can also create uncertainty, exhaustion, and scepticism among employees. This is known as Change Fatigue.

When employees experience change fatigue, they may develop resistance to change, resulting in higher turnover rates, reduced productivity, and diminished job satisfaction. Moreover, change fatigue can heighten levels of stress and burnout and, can lead to mental health issues such as anxiety and depression. Employees affected by change fatigue may exhibit signs of exhaustion, resistance, or a lack of motivation.

ATTITUDES TO CHANGES MODEL

Change Attitude	Definition	Low Scores Indicate	High Scores Indicate
Change Scepticism	Reflects beliefs about the likelihood of change initiatives being successful. This is related to views about the competence of those responsible for implementing or managing change.	Optimism related to the likelihood of change success and confidence in the effectiveness of change leaders.	Scepticism related to the likelihood of change success and pessimism about the effectiveness of change leaders.
Psychological Exhaustion	Reflects a feeling of being depleted or over-extended beyond one's capacity to handle work demands. Exhaustion is a mechanism which drives affective reactions to change fatigue.	Feeling able to cope and able to perform comfortably within the limits of personal resources.	Feelings of being over extended or overwhelmed by change demands.
Uncertainty	Psychological uncertainty is defined as an individual's inability to predict how change will impact on the organisation and consequentially the person. Uncertainty can contribute to the perception of change fatigue.	Low levels of uncertainty about the impact of change; the impact of change is predictable and can be planned for effectively.	High levels of uncertainty about how change may impact the organisation or personal job security
Change Pace	Change Pace reflects the overall perception that the rate of change is too frequent or too much change is taking place making it hard to cope with.	The rate of change is not perceived as too frequent nor is it overwhelming.	The amount or rate of change is perceived as too frequent or overwhelming.






STATE ENGAGEMENT MODEL

Stage Engagement Attributes	Definition	Low Scores Indicate	High Scores Indicate
Satisfaction	Satisfaction describes the extent to which the person feels fulfilled and energised by all aspects of the role and work environment.	Low levels of satisfaction or higher disengagement with the current role.	High levels of satisfaction leading to good engagement with the role and organisation.
Involvement	Involvement describes an individual's emotional attachment and sense of connection to an employing organisation.	Low levels of attachment or weakened sense of connection to the employing organisation.	High levels of attachment or strong sense of connection to the employing organisation.
Commitment	Commitment is characterized by a tendency to internalise work-related problems and a willingness to "go the extra distance" on behalf of the organisation.	Low levels of uncertainty about the impact of change; the impact of change is predictable and can be planned for effectively.	High commitment, willing to take on problems for the benefit of the organisation and willing to 'go the extra mile'.
Empowerment	Empowerment reflects the sense of autonomy and control an individual feels within their work resulting in the ability to make an effective contribution.	Low commitment, tendency not to feel responsible for organisational problems and less willing to go beyond fulfilling basic duties.	A strong sense of autonomy or control over their own work enabling them to contribute in a way they feel is valued or valuable.

FEATURES:

- ✓ Change Fatigue assessment includes an 'Attitudes to Change Model' and a 'State Engagement Model'. Change attitudes measures the extent to which people might agree with the notion that 'too much change is happening' and, the 'State Engagement Model' is 'how I'm feeling about change right now', connecting individuals' attitudes to their present feelings about change.
- ✓ The survey includes 32 questions with 4 statements for each of the constructs being measured.
- ✓ There is also a free-text field where participants can describe their feelings, views and experiences.

QUICK FACTS:

-  **MEASURES:**
Attitudes to change and personal engagement
-  **WHEN TO USE:**
Change fatigue and impact on staff engagement across organisations, departments or teams
-  **DURATION:**
32 questions, untimed.
-  **ADMINISTRATION:**
Supervised or unsupervised.
-  **COST:**
Credit Based or Annual Licence (SaaS)








Smart Talent Solutions

INSIGHTS 360

360° appraisals compare an individual's self-ratings on a number of behavioural competencies to the ratings provided by other individuals who regularly interact with them at work. These "raters" are grouped by the nature of their relationship with the individual being appraised to be a manager a peer, a direct report or other key stakeholders such as clients.

The Podium platform allows you to use your own competency framework and items, or to use the inbuilt Podium competencies. Podium's Insights 360 Leadership Framework assesses four key competencies: *Thinking, Directing, Achieving and Empowering*.

FEATURES:

- 
 Insights 360 provides insight into an individual's strengths and weaknesses within the competencies as well as any differences that might exist between their self-perceptions and those of others.
- 
 Offers a diverse range of question formats (i.e., standard radio groups, free-text responses, slider bars and star ratings), providing participants and raters with a wide array of options to express their responses.
- 
 Reporting is simple and tailored to your chosen competency framework.
- 
 Enables you to manage the whole 360 appraisal process. Participants can easily add their own raters from a variety of roles to take part and are walked through the process on a customised participant landing page.
- 
 The results can be used to enhance self-awareness and engage individuals in their personal and professional development.

QUICK FACTS:



MEASURES:

The Podium Leadership Insights Model or client competency framework.



WHEN TO USE:

Multisource feedback on a person's leadership competencies



DURATION:

48 scored items and 9 free-text questions, untimed (~15-20 minutes).



ADMINISTRATION:

Supervised or unsupervised.



COST:

Credit Based or Annual Licence (SaaS)

LEADERSHIP CLUSTERS	COMPETENCE AREAS
<p>Thinking The Thinking competence cluster is concerned with how a person engages with the world around them to acquire information and how they interpret and synthesise that information in the generation of ideas.</p>	<p>Acquiring Info Gathering a rich variety of information from many different sources about events. This includes seeing issues from many different perspectives to compare options prior to taking action.</p>
	<p>Generating Ideas Linking information to form new ideas that explain the underlying sequences and causes of events This includes both creative and analytical thinking that leads to future productivity.</p>
<p>Directing The competence in the Directing cluster is underpinned by credibility. Such credibility will be a function of the confidence they engender through their presence for those who are required to follow their lead.</p>	<p>Confidence Making your stance on issues clear and securing the support of those around you. Uses persuasive arguments and the goals and interests of others to build support for ideas.</p>
	<p>Presence Comportment and poise that projects authority which contributes to follower alignment. Makes effective and concise presentations and establishing effective communication processes.</p>
<p>Achieving Achieving is seen to be a function of proactivity, anticipating rather than responding to situations with a mindset oriented towards</p>	<p>Proactivity Designing implementation plans and outlining actions and responsibilities. Plans are produced in anticipation of needs rather than as a reaction to situational demands.</p>
	<p>Continuous Improvement Setting goals and targets and monitoring progress to improve performance. Targets are focused on adding value for the customer and improving organisational outcomes.</p>
<p>Empowering A leader's greatest achievements are realised through their competence in empowering those who follow. Having the emotional awareness to understand and inspire others whilst providing the environment in which the team can thrive is key.</p>	<p>Emotional Awareness Recognises own emotions as well as the emotions of others. Can regulate their own emotions and can influence the emotions of others in a positive way as required. Makes people feel valued and respected.</p>
	<p>Teamwork Encourages teamwork, cooperation and demonstrates a willingness act across functional boundaries. Provides staff with the resources, training and feedback to develop their capability, applies the same processes to self-development.</p>

BPS EFPA TRAINING

Podium Access Course

EFPA Level 1 & 2 Courses



PODIUM ACCESS COURSE

Elevating Your Understanding of Psychological Assessments

The Podium Access Course (PAC) offers a comprehensive and enlightening exploration into the realm of psychological testing. Designed to cater to a diverse range of professionals, this course demystifies the intricate science of psychology, providing invaluable insights into the nuances of psychological attributes that define human behavior and cognition.

Tailored Learning Experience

The PAC embraces the uniqueness of each learner, offering two distinct learning pathways:

- **E-learning:** Immerse yourself in a flexible, self-paced online learning environment.
- **Taught Options:** Benefit from interactive sessions led by experienced instructors for a more structured learning experience.

Certification and Recognition

As a PAC graduate, you have the opportunity to obtain the EFPA Level 1 Assistant Test User (ATU) Certificate, marking a significant milestone in your professional journey.

Why Choose PAC?

- **Inclusive and Ethical:** PAC emphasises fair and inclusive testing practices, ensuring ethical standards are upheld.
- **Flexibility:** Choose the learning style that suits you best, whether it's the convenience of e-learning or the structured approach of taught sessions.
- **Expert Guidance:** Benefit from the knowledge of experienced instructors who provide invaluable insights and support.
- **Career Enhancement:** Acquire skills that are highly valued across various industries, enhancing your professional capabilities.



Comprehensive Course Structure

The PAC's curriculum is meticulously crafted, encompassing 13 modules that progressively build your expertise:

01. Introduction to Podium e-learning:

Begin with an overview of the Podium e-learning platform.

02. Introduction to Psychometrics:

Unveil the science behind psychological measurement.

03. Podium Assessments:

Discover the range of assessments available on Podium.

04. Choosing Tests:

Learn to select the appropriate tests for different scenarios.

05. Test Administration:

Master the intricacies of administering psychological tests.

06. Understanding Test Results:

Develop skills to interpret and analyze test outcomes.

07. Podium Ability Tests and Reports:

Delve into ability assessments and their reporting formats.

08. Podium Personality Assessments and Reports:

Explore personality tests and how to report findings.

09. Appropriate Use of Computer Reports:

Gain proficiency in utilizing computer-generated reports.

10. Communicating Feedback - Ability Results:

Learn effective strategies for feedback delivery on ability tests.

11. Communicating Feedback - Personality Results:

Hone your skills in providing personality test feedback.

12. Professional and Ethical Responsibilities:

Understand the ethical considerations in psychological testing.

13. Test Scoring and Additional Standardised Scores:

(Optional) Essential for those seeking BPS/EFPA Certification.



EFPA LEVEL 1&2 COURSES

Professional Test User Training Certificates

For over a quarter of a century, the Certificates of Competence in Occupational Test Use have been the benchmark in test user training. Formerly known as BPS Level A & B, these certificates are now recognised as the EFPA (European Federation of Psychologists' Associations) Level 2 Occupational Test User Certificates, encompassing Test User Ability (TUA) and Test User Personality (TUP).

Broad Accessibility and Global Recognition

These certificates are designed for a wide array of professionals in people-related disciplines. Whether you're in Human Resources, Learning and Development, Coaching, Guidance, or Career Counselling, these qualifications equip you with the gold standard in test user training.

Experienced Training for Real-World Competence

With over 20 years of global experience in delivering this training, Podium offers an efficient and thorough learning experience. Our Verified Assessor ensures that you not only gain certifications in Test User Ability (TUA) and Test Personality (TUP) but also build genuine knowledge and competence for practical test use in contemporary settings.

Foundation and Flexibility in Learning

The Podium Access Course (PAC) serves as the foundational module for both TUA and TUP Certificates. Following this, we provide a range of flexible training options tailored to individual learners or organizational needs.

In-House, Face-to-Face Training Option

In addition to the virtual learning format, we offer in-house, face-to-face training sessions. These sessions are ideal for organizations seeking a more interactive and personalised training experience. Our expert trainers can deliver the course at your premises, providing an engaging, hands-on learning environment that fosters deeper understanding and team collaboration.

Virtual Learning with Comprehensive Support

Our blended learning option delivers TUA and TUP entirely virtually. This format is ideal for individual learners or cohorts from your organisation, offering:

- Access to 6 modules, divided into 12 e-Learning Units, via our Learning Management System (LMS).
- A practical exercise to demonstrate competence.
- Worksheets to capture your knowledge and competence for certification.
- Each unit lasting between 20 and 30 minutes, enabling a swift journey to certification.
- Tutor support through web meeting workshops and a messaging facility on the LMS for ongoing communication.

Course Structures

- **Podium Access Course (PAC):** 12 e-learning modules (approx. 6 hours) qualifying you for access to all Podium assessments and systems.
- **EFPA PAC:** PAC plus an additional 20-minute module, qualifying you for the EFPA Level 1 (Assistant Test User Certificate). This is a prerequisite for Level 2.
- **Professional Test User Training:** EFPA BPS Level 2 TUA TUP Virtual Course: 6 modules delivered through 12 e-Learning Units and a practical exercise, leading to TUA and TUP Certificates.

Why Choose Podium's EFPA Level 1 & 2 Courses?

- **Global Standard:** Align yourself with the globally recognized EFPA standards.
- **Versatility:** Suitable for a broad range of professional roles and disciplines.
- **Expert-Led Training:** Benefit from two decades of global training expertise.
- **Flexible Learning Options:** Choose between individual and cohort-based virtual courses.
- **Practical and Relevant:** Build competence with practical exercises and real-world applications.
- **Continuous Support:** Access ongoing tutor support and an interactive learning platform.



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