

## Measuring tools, tests and questionnaires



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job typing



## job typing

## define requirements explicitly

### Concept

The job typing tool facilitates the creation of explicit competency profiles (job definition). Multiple participants on key positions in the organisation can give their feedback. Optionally, this feedback can be used as input for discussion

A competency profile can be used for the creation of an optimal assessmentprogram.

### example screen

HRorganizer.com - functie typeren - procesdeelnemers uitnodigen - Windows Internet Explorer

https://www.hrorganizer.com/demo/Procedures/JobTyping/JobTyping.aspx?apc=jobpub&c=pid7A746BEC

File Edit View Favorites Tools Help

HRorganizer.com - functie typeren - procesdeelnemer...

HRorganizer.com

Joost Ploegmakers (als hr professional, DEMO-organisatie)

hoofdpagina functie typeren selectieproces tests personen

functie bewerken procesdeelnemers uitnodigen samenvatting en conclusies functie public

**procesdeelnemers uitnodigen Callcenter manager**  
Deze pagina kunt u gebruiken om anderen bij de functietypering te betrekken. U kunt een bericht meesturen om aan de geadresseerden duidelijk te maken wat de bedoeling is. Klik op 'verzenden' om de e-mail te versturen.  
Indien u (ook) zelf de functietypering gaat invullen kunt u klikken op 'zelf typering invoeren'.

aan (namen) Dirk Demo; zoek

betreft functietypering Callcenter manager

uiterlijk afronden 12 september 2006 zoek

bericht

Hoi Dirk,

Voor onze vakature callcenter manager zijn we benieuwd naar  
jouw ideeën over de invulling daarvan.

alvast bedankt voor je medewerking,

- Joost

verzenden

**recente pagina's**

- functie typeren Callcenter manager
- functie typeren Callcenter manager
- 360° feedback Dirk Demo

help  
instellingen  
afmelden

volgende  
terug  
zelf typering invoeren

**Voortgangsoverzicht**  
Klik op 'hulp en training' voor uitleg.

100%

scales



**Concept**

Measures the ability to draw logical conclusions from complex numerical information that is presented in tables and charts. Additionally, this test measures the ability to retrieve relevant information when confronted with different type of questions. The handling of the test is analogue to modern office software.

Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

**example screen**

The screenshot displays a test interface with a navigation menu at the top containing 'Werknemers', 'Rendement op het eigen ven', 'Vooruitzichten', 'Omzet', 'Kosten', and 'Marktaandeelen'. The 'Marktaandeelen' tab is active. Below the menu is a 3D pie chart showing market shares for four companies: Hersel CV (48%), Valsted NV (7%), Welle NV (44%), and Roger & Temple Inc (1%). The total revenue for the segment is 8.4 billion euros. A question asks if market shares for Young Beauty will be 12% higher in the next fiscal year. A timer shows 12 minutes remaining. The interface includes a grid of numbers 1-36, a 'uitleg' button, and answer buttons 'juist', 'onjuist', and 'onbepaald'.

Company	Market Share (%)
Hersel CV	48%
Valsted NV	7%
Welle NV	44%
Roger & Temple Inc	1%

Totaalomzet van het segment: 8.4 miljard euro

De marktaandeelen van cosmeticajin Young Beauty zullen het komende Fiscale Jaar (FJ+1) naar verwachting ca. 12% hoger zijn dan in het huidige Fiscale Jaar (FJ).

Answers:

Timer: Nog 12 minuten

Grid: 1-36

Buttons: ? uitleg, ▶ volgende

Footer: HRtoorganizer.com powered by cat-e scales numerical (consumer)

**Duration of test**

Testing time: 12 minutes; incl. instructions approx. 17 minutes

## scales verbal

## verbal reasoning

### Concept

Measures the ability to draw logical conclusions from complex verbal information. Additionally, this test measures the ability to retrieve relevant information when confronted with different type of questions. The handling of the test is analogue to modern office software.

Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

### Example screen

The screenshot shows a test interface with a navigation menu at the top containing buttons for 'Producten en diensten', 'Locaties', 'Directie', 'Structuur', 'Strategie', and 'Principes'. The 'Structuur' button is highlighted. Below the menu is a text passage:

**Bestuur:** Dit orgaan ondersteunt de directie bij het besturen van het hele concern. Enkele leden van het bestuur hebben tegelijkertijd zitting in de directie. Een van de directieleden is Hans Ramelt. Onder het bestuursorgaan ressorteren **drie productsectoren:**

**Clean & Wash (CW):** Klanten zijn doorgaans particuliere huishoudens en schoonmaakbedrijven alsmede kleine en grotere bedrijven uit gastronomie en hotellerie. Elk merk heeft zijn eigen productpositionering. CW biedt wereldwijd schoonmaakmiddelen aan.

**Cosmetics & Body (CB):** Deze divisie is de grootste en belangrijkste van Valsted NV en produceert cosmetica- en lichaamsverzorgingsartikelen voor klanten van alle leeftijden. Doelgroep zijn voornamelijk vrouwen, maar ook in toenemende mate mannen.

**Glue & Hold (GH):** GH produceert kleefstoffen en andere composieten. Hoewel deze sector veeleer van weinig belang is, zal het concern zich daaruit niet binnen afzienbare tijd terugtrekken wegens het strategische belang ervan.

On the right side, there is a timer showing 'Nog 12 minuten' and a grid of question numbers from 1 to 49. Question 5 is highlighted in green. Below the grid are buttons for '? uitleg' and '▶ volgende'. At the bottom, there is a question: 'Michael Fuller, hoofd Finance/Controlling, is jurist.' with three answer buttons: 'juist', 'onjuist', and 'onbepaald'. The footer contains the text 'HRorganizer.com powered by cat.e® scales verbal (consumer)'.

### Duration of test

Testing time: 12 minutes; incl. instructions approx. 17 minutes

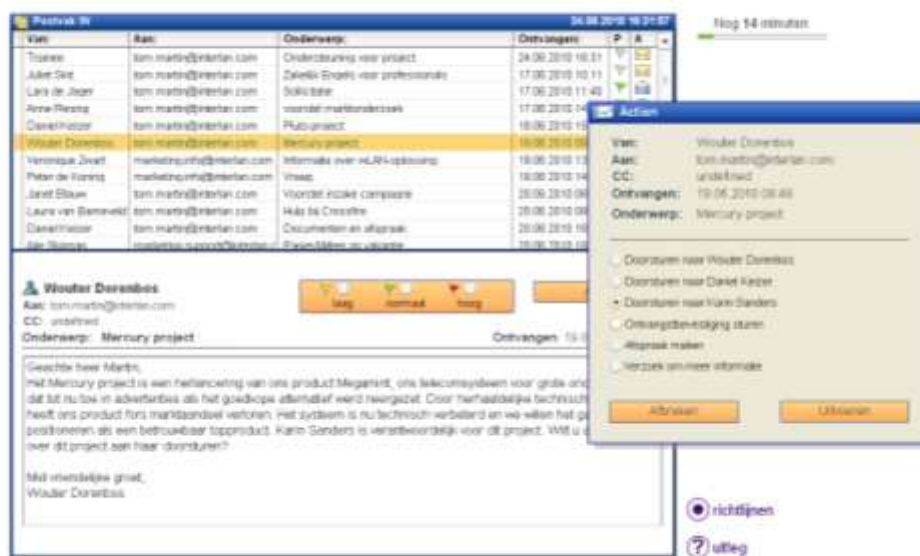
## scales clues

## information competency

### Concept

Measures the information competence in complex situations. The task is to act as a substitute for a project manager and to be responsible for his e-mail inbox. The handling of the test is analogue to modern office software; this means new e-mails arrive during the completion of the test. The instrument generates score on how effective a participant is able to distinguish between relevant and irrelevant information and about the quality of the decisions partly based on incomplete information.

### Example screen



### Duration of test

Testing time: 15 minutes; with instructions approx. 20 minutes

## scales cls

## inductive-logical reasoning

### Concept

Measures inductive logical reasoning. The task is to find out rules and interrelations which assign tables to two different categories. The discovered rules need to be applied in order to assign new tables to the adequate categories.

Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

### Example screen

Nog 12 minuten

1	2	3	4	5	6
7	8	9	10	11	12

? uitleg

▶ volgende

#Rorganizer.com powered by cut-e® scales cls

### Duration of test

Testing time: 12 minutes; with instructions approx. 17 minutes

**Concept**

Measures deductive logical reasoning. The task is to find out the operating mode of an element by means of exploration. The answer format and surveyed additional data exclude that guessed answers are correct. Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

**Example screen**

**Duration of test**

Testing time: 15 minutes; incl. instructions approx. 20 minutes

**Concept**

This test measures the ability to make exact observations and the capacity of the short term memory. In several subsequent sections the participant sees a number of different pictures. The task is to memorize these pictures and to mark those pictures which are identical to the ones he/she has seen before.

Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

**Example screen**

Voorbeeld

Nog 6 seconden

Welke afbeeldingen heeft u in dit onderdeel gezien?  
Markeer uitsluitend de afbeeldingen die u heeft gezien door ze aan te klikken binnen 8 seconden.


HRorganizer.com powered by **cut-e** scales stm

▶ volgende  
▶ nieuw voorbeeld  
◀ introductie herhalen

**Duration of test**

Testing time: 5 minutes; with instructions approx. 7 minutes

**Concept**

Measures the ability of finding and using numerical information shown in tables, lists and diagrams in order to answer different questions. As regards content the test has case study character due to a continuous company scenario. Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

**Example screen**

The screenshot displays a test interface for 'scales numerical admin'. At the top, there is a navigation menu with buttons for 'Kosten', 'Werktijden', 'Werknemers', 'Zending', 'Winst', and 'Prijzlijst'. The 'Werknemers' button is highlighted. Below the menu is a bar chart titled 'Fiscaal jaar' (Fiscal year) on the y-axis (ranging from 0 to 70) and 'Aantal werknemers' (Number of employees) on the x-axis (ranging from 4 to 7). The chart shows four categories: Trainee (yellow), Binnendienst (blue), Buitendienst (orange), and Geheel (green). The data points are as follows:

Fiscaal jaar	Trainee	Binnendienst	Buitendienst	Geheel
4	4	15	25	44
5	5	18	30	53
6	7	18	36	61
7	3	15	30	48

Below the chart is a legend: Trainee (yellow square), Binnendienst (blue square), Buitendienst (orange square), and Geheel (green square). To the right of the chart is a timer showing 'Nog 12 minuten' (Still 12 minutes) and a numeric keypad with numbers 1-36. Below the keypad are buttons for '? uitleg' (explanation) and '▶ volgende' (next). At the bottom left, there is a question: 'Een accu model 'Limousine' is volgens de prijslijst 10,00 euro duurder dan een accu model 'Sport''. Below the question are three buttons: 'juist' (correct), 'onjuist' (incorrect), and 'onbepaald' (undetermined). At the bottom left, there is a footer: 'HRorganizer.com powered by out-e scales numerical admin'.

**Duration of test**

Testing time: 12 minutes; incl. instructions approx. 16 minutes

**Concept**

Measures the ability to find and use straightforward verbal information in articles, lists and instructions for answering specific questions. As regards content the test has case study character due to a continuous company scenario. Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

**Example screen**

The screenshot displays the 'Werknemers' section of the test. At the top, there is a navigation menu with buttons for 'Vakantie', 'Klanten', 'Werktijden', 'Historie', 'Producten', and 'Werknemers'. Below the menu, the text reads: 'Top Box BV heeft in totaal 150 werknemers.' This is followed by three paragraphs: 'Productie: Bij Top Box BV werken 100 mensen in de productie. De meesten van hen zijn electrotechnicus van beroep. Ook zijn er echter monteurs en mechatronici werkzaam. Tot slot worden er in de productie ook enige leerlingen opgeleid.', 'Inkoop: Bij de afdeling inkoop van Top Box BV werken 14 werknemers en een trainee, grotendeels ervaren industrieel handelaars of productiemangers.', and 'Verkoop: Bij de afdeling verkoop werken 10 mensen in de binnendienst en 13 mensen in de buitendienst. De buitendienstmedewerkers zijn voornamelijk bezig met het bedienen van bestaande klanten maar verwerven ook zo nu en dan nieuwe klanten. Bij de afdeling verkoop werken drie trainees.' To the right of the text is a grid of 42 numbered boxes, with the number 16 highlighted in green. Above the grid, it says 'Nog 12 minuten'. Below the grid, there is a question: 'Een werknemer van Top Box BV die 37,5 uur per week werkt, is werkzaam in de productie.' and three answer buttons: 'juist', 'onjuist', and 'onbepaald'. At the bottom right, there are buttons for '? uitleg' and '▶ volgende'. The footer contains the text: '#Rorganizer.com powered by cut.e® scales verbal (admin)'.

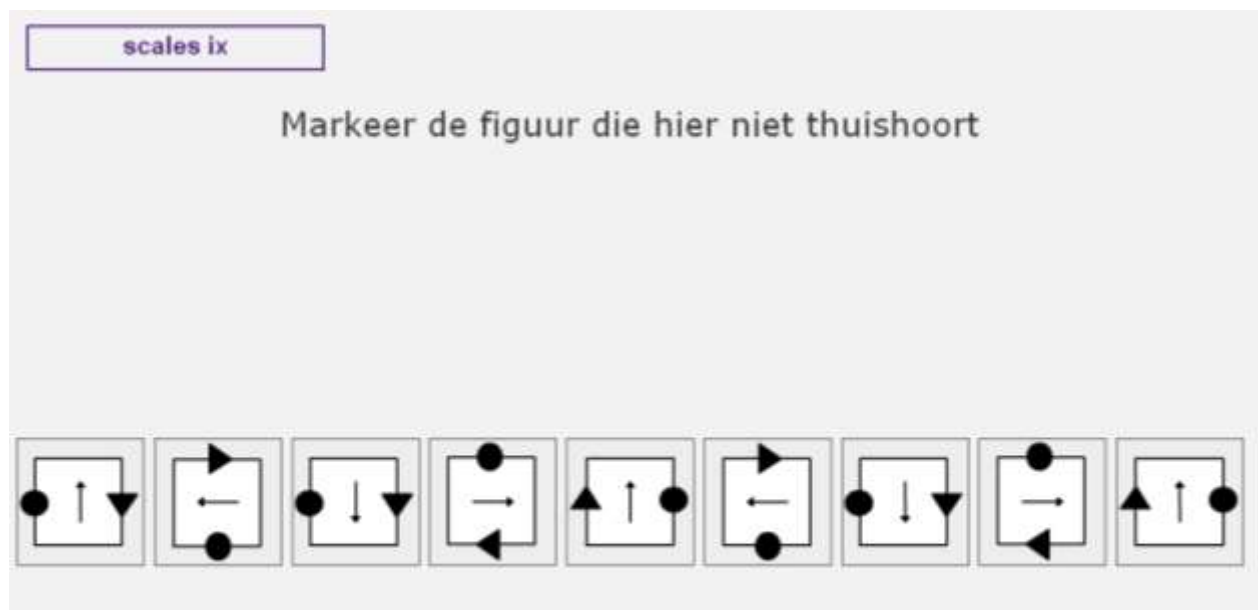
**Duration of test**

Testing time: 12 minutes; incl. instructions approx. 16 minutes

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**scales ix****logical thinking****Concept**

Measures logical thinking ability. The task is to detect the object corporate rule and find out the object that does not match this rule. Each test is generated by an item generator at run-time which prevents faking – which is good when running unsupervised online administrations.

**Example screen****Duration of test**

Testing time=5 minutes; incl. instructions approx. 8 minutes.

**Concept**

Measures deductive logical reasoning.

**Example screen**

The screenshot displays the 'scales Ist' test interface. At the top left, there is a button labeled 'Introductie'. The main instruction reads 'Kies a.u.b. de juiste antwoordoptie'. On the right, a timer shows 'Nog X minuten'. The central part of the screen features a 4x4 grid puzzle. Below the grid are four options: a cross, a circle, a triangle, and a square. An introductory instruction box is overlaid on the right side of the grid, titled 'Introductie 1/6'. The text in the box explains the test's objective: to determine the content of empty cells in an incomplete grid. It states that each object appears only once in each row and column. The box also includes a 'afbreken' button and a right-pointing arrow.

Introductie

Kies a.u.b. de juiste antwoordoptie

Nog X minuten

+	○	△	■
○	+	■	△
■	△	○	+
△	■	+	○

Introductie 1/6

In deze test is het uw taak is om te beslissen over de inhoud van lege cellen in de onvolledig roosters. Een cel wordt gemarkeerd door een vraagteken. U dient het object te kiezen dat logischerwijs past in de betreffende cel.

Elke taak bestaat uit een kwadratische raster. Sommige cellen bevatten verschillende objecten. Elk van deze objecten dient slechts een keer voor te komen in elke rij en in elke kolom. Aan de linkerkant ziet u een ingevuld raster. Elk object wordt exact één maal weergegeven in elke rij en elke kolom.

Ga verder met de introductie door op de pijl te klikken.

afbreken

HRorganizer.com powered by cut-e® scales Ist

**Duration of test**

Testing time=6 minutes; incl. instructions approx. 10 minutes

## scales Ict

learning aptitude

### Concept

The test measures the ability to memorize objects shown for a split second in their correct order. The test is made up of several sections and thus it examines the learning aptitude of a candidate as well.

### Example screen

The screenshot shows a test interface with the following elements:

- Section Indicator:** A box at the top left says "Sectie 1/6".
- Timer:** A progress bar at the top right shows "Nog 27 seconden".
- Instruction:** The text "Sleep de objecten in de juiste volgorde naar de bijbehorende velden." is centered.
- Object Grid:** A 2x6 grid of objects. The top row contains: a sunburst, a segmented oval, a vertical bar with a notch, a four-lobed black shape, a diamond, and a stylized 'G'. The bottom row contains: a square with a triangle, an atom symbol, a five-pointed star, a cube, a flower-like pattern, and a black circle with a white ring.
- Numbered Slots:** A 2x6 grid of numbered grey boxes (1-12) for placing the objects.
- Action Button:** A button labeled "test afbreken" with a square icon.

### Duration of test

Testing time=5 minutes; incl. instructions approx. 8 minutes.

**Concept**

The tasks consist of geometric shapes with labelled areas. The task is to create a pattern which, if folded, forms a shown geometric shape. Each test is generated by an item generator at run-time which prevents forgery – which is good when running unsupervised online administrations.

**Example screen**

The screenshot shows the scales spr spatial reasoning test interface. It features a 4x4 grid of colored squares (black, white, yellow, and black) on the left, a 3x3 grid of yellow squares in the middle, and a 3x3 grid of black and white squares on the right. A timer at the top right indicates 'Nog X minuten'. Below the grids, there are three buttons: '? uitleg', '■ test afbreken', and '▶ volgende'. At the bottom left, the text 'HRorganizer.com powered by cut-e® scales spr' is visible.

**Duration of test**

Testing time=10 minutes; incl. instructions approx. 15 minutes.

## scales eq1 adaptive

numeracy

### Concept

Measures basic numeracy. Each task of the test consists of an equation with gaps and a given result. The task is to fill the gaps with numbers so that the given result is correct. Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations. The concept of the test prevents that participants using a calculator get any advantage.

### Example screen

HRorganizer.com  
powered by cut-e

Meten van rekenvaardigheid

11og 5 minuten

$$4 + \text{[gap]} = 7$$

3

Sleep de getallen in de lege plekken, zodat het gegeven resultaat juist is.

1 2 3 5 6 7 8 9

vrij  
stop

### Duration of test

Testing time: approx. 5 minutes; with instructions approx. 7 minutes

## scales mt

## multi tasking ability

### Concept

Measures the ability to perform several tasks simultaneously (Multi-Tasking). The measurement takes place in subsequent segments, so that the gradient of the multi tasking performance can be measured, too. Each test is generated by an item generator at run-time which prevents faking-good when running uncontrolled online administrations.

### Example screen



### Duration of test

Testing time: 5 minutes; with instructions approx. 7 minutes

## questionnaires



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## **Introduction**

All online quality characteristic instruments are adaptive computerized questionnaires that measure individual values, motives and interests. The questionnaires are based on the adaloc measurement technology developed by cut-e. This technology makes it possible to get highly differentiated profiles of personal values, motives and interest within very short administration periods.

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## Shapes executive

### Concept

Optimized for senior management; considerably changed and extended version based on the shapes standard-version; 24 scales.

### Example screen

HRorganizer.com  
powered by **cut-e**

**meting van voorkeuren**

1 / 64

Hoe treffend zijn deze uitspraken voor u? Verdeel de punten naar de mate van instemming.  
U kunt nu punten verdelen door gebruik te maken van de + en - knoppen.

Ik lever veel nieuwe ideeën aan

Ik ben volhardend in het volgen van mijn koers

Ik werk graag naar uitdagende doelen toe

U kunt nog maximaal 2 punten verdelen

help

volgende

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## Shapes

### Concept

Measures expert and management behavior/potential; 18 scales; appropriate for middle and higher management.

### Example screen

HRorganizer.com  
powered by cut-e

meting van voorkeuren

1 / 48

Hoe treffend zijn deze uitspraken voor u? Verdeel de punten naar de mate van instemming.  
U kunt nu punten verdelen door gebruik te maken van de + en - knoppen.

Ik ben er sterk op gericht resultaten te bereiken	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Ik houd van het toewerken naar uitdagende doelen	<input type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Ik vind het prettig onderliggende concepten te begrijpen	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Geen punten meer te verdelen:

naar  
vorige

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## Shapes basic

### Concept

Shapes basic offers the opportunity to assess competency based potential directly relevant for operational jobs when there is no need for information about further developing towards roles as it is done in shapes. This is for example the case in selection processes of production work, service desk work or administrative work.

### Example screen

The screenshot shows a web-based assessment interface. At the top left, it says "HRorganizer.com powered by cut-e". At the top right, the title "meting van voorkeuren" is displayed. Below the title, there is a progress indicator "1 / 30". The main content area contains three statements, each with a corresponding rating scale of five circles:

- Statement 1: "Het is belangrijk voor me zoveel mogelijk persoonlijke verantwoordelijkheid te dragen." Rating: 1 out of 5 circles filled (orange).
- Statement 2: "Ik bereik de doelen die ik mijzelf stel." Rating: 3 out of 5 circles filled (orange).
- Statement 3: "Ik heb zeer veel nieuwe ideeën." Rating: 3 out of 5 circles filled (orange).

Below the statements, there is a button labeled "U kunt geen punten meer toevoegen:" and a "Volgende" button. At the bottom right, there are two buttons: "Terug" and "Volgende".

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## Views

### concept

Generally, a view is defined as the verbalized reaction towards an object of an acting person. In this definition objects could be people, groups of people, concepts or situations. Verbalized reactions could be of the kind: cognitive, affective or behavioural.

The adaptive computerized questionnaire system views measures the verbalized cognitive reaction of a person regarding relevant aspects of his/her occupational context.

### Example screen

The screenshot shows a web-based questionnaire interface. At the top left, it says 'HRorganizer.com powered by cut-e'. At the top right, the title is 'meting van drijfveren'. Below the title, there is a progress indicator '1 / 20'. The main content area contains three statements, each with a rating scale of five orange circles. The first statement is 'Op het werk moet je op een collegiale manier met elkaar omgaan' with 2 circles filled. The second is 'Om een organisatie te laten functioneren is hiërarchie absoluut noodzakelijk' with 1 circle filled. The third is 'Medewerkers in de organisatie moeten met elkaar omgaan op basis van vertrouwen' with 3 circles filled. Below the statements, there is a message 'U kunt geen punten meer verdelen' and a button. At the bottom right, there are buttons for 'Vorige' and 'Volgende'.

## 360° feedback



360° feedback

Concept

360° feedback is a competency based questionnaire that gathers information of the development and performance of an employee. Persons that interact with this employee are asked to give their opinion by answering questions that are relevant to the employee's function.

Example screen

