Training programme Axes

Training Programme Name	**Mastering the use of psychometric tests in recruitment**
Training Programme Name	**إتقان استخدام الاختبارات النفسية في التوظيف**
Training Programme Organiser	Training & Engineering Group
Training programme Type	Course
Training hours	70 Hours
accreditation body	**OAB–UK**

Training goals

1. Understanding the theoretical foundations of psychometric tests.
2. Mastering the different types of tests used in recruitment.
3. Knowing how to select, administer, analyze and interpret a test.
4. Integrate testing ethically and strategically into recruitment processes.
5. To construct psychometric analysis grids adapted to the needs of the positions.

Target groups

Human Resources Professionals

Course Introduction

Psychometric tests are valuable tools in modern recruitment, helping organizations make objective, reliable, and informed hiring decisions. This training programme aims to provide participants with the theoretical knowledge and practical skills required to understand, select, administer, analyze, and interpret different types of psychometric assessments. It covers cognitive aptitude tests, personality assessments, specific aptitude tests, and the scientific principles underlying their use. Participants will also learn how to integrate psychometric testing into the recruitment process while respecting ethical standards, confidentiality, and non-discrimination principles. Through practical workshops, case studies, and simulations, participants will develop the ability to design assessment tools and personalized analysis grids adapted to specific job requirements, ultimately improving the quality and effectiveness of recruitment decisions.

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Axes	Course topics	Hours
Lesson 1	**Introduction to psychometric tests**	**7**
Topic 1	History and scientific basis of the tests	
Topic 2	Definitions: psychometric tests, personality tests, aptitude tests	
Topic 3	Objectives of using tests in recruitment	
Topic 4	Legal and ethical framework (confidentiality, non-discrimination)	
Lesson 2	**Basic Psychometric Theories**	**7**
Topic 1	Key concepts: validity, reliability, calibration	
Topic 2	Standards and standardization of tests	
Topic 3	Quality criteria for a good test	
Topic 4	Typology of evaluation errors	
Lesson 3	**Types of tests used in recruitment**	**7**
Topic 1	Cognitive aptitude tests (logical, numerical, verbal, spatial)	
Topic 2	Reasoning and problem-solving tests	
Topic 3	Memory and attention tests	
Topic 4	Speed and accuracy tests	
Topic 5	**Practical workshop:** ➔Administration and analysis of examples of aptitude tests.	
Lesson 4	**Personality Tests**	**7**
Topic 1	Introduction to personality theories.	
Topic 2	Projective tests vs. structured questionnaires.	
Topic 3	Popular tools: MBTI, Big Five, SOSIE, PAPI.	
Topic 4	Interpreting a personality profile for a given position.	
Topic 5	**Practical workshop:** ➔Taking a personality test and guided interpretation.	
Lesson 5	**Specific Aptitude Tests**	**7**
Topic 1	Psychomotor tests and eye-hand coordination	
Topic 2	Tests of commercial, interpersonal, and managerial aptitudes	
Topic 3	Job-specific tests (technical test benches)	
Topic 4	Simulation of multi-skill test batteries	
Lesson 6	**Administering tests in real-world conditions**	**7**
Topic 1	Conditions for awarding the contract: framework, duration, instructions	
Topic 2	Factors that can cause bias during administration (stress, fatigue, culture)	

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Topic 3	Use of digital testing platforms	
Topic 4	Managing group vs. individual sessions	
Lesson 7	**Analysis and interpretation of results**	**7**
Topic 1	Statistical and qualitative interpretation techniques	
Topic 2	Screening for inconsistencies in the responses	
Topic 3	Preparation of a psychometric assessment report	
Topic 4	Linking test results to job requirements	
Lesson 8	**Integrating tests into a comprehensive recruitment process**	**7**
Topic 1	Combine tests, interviews and role-playing exercises	
Topic 2	Weighting of test results in the final decision	
Topic 3	Communication of results to candidates	
Topic 4	Response to objections and explanations in case of refusal	
Lesson 9	**Case studies and simulations**	**7**
Topic 1	Case studies: varied job profiles (technical, commercial, management)	
Topic 2	Development of a battery of tests for recruitment	
Topic 3	Selection campaign simulation with tests	
Lesson 10	**Internal tool design and certification**	**7**
Topic 1	Adapting or designing a psychotechnical test for the company	
Topic 2	Build a personalized analysis grid	
Topic 3	Write an internal procedure for selection by tests	
Topic 4	Final self-assessment and issuance of training certificates	
Total hours		**70**

OAB Authority Director | **IOA Regional Director** | **Package Organiser**

Training & Engineering Group

CERTIFIED TRAINING PROVIDER

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