

## Pre-employment Testing Notes

### KEIRSEY TEMPERAMENT ONLINE TESTING

Prior to having an applicant come in to test you will need to have them take our personality test online. **We now purchase these tests so you will need to get the password/credit from Jessica Grimm.** Below is an email that you can send out to applicants:

“Congratulations on being selected to participate in pre-employment testing for LifeChurch.tv! Part of our testing process is a personality profile that is taken online. Below is a link along with a password credit that you will use to access your test. You may also use the link and the password credit to view your results in the future. Please be sure to read all of the instructions and have the profile completed before you come in for your pre-employment testing.

[www.advisorteam.com/lifechurch.tv](http://www.advisorteam.com/lifechurch.tv)

Password Credit: xxxxx “

- In order to retrieve the results simply go to the same website ([www.advisorteam.com/lifechurch.tv](http://www.advisorteam.com/lifechurch.tv)) and put in the same password/credit that you gave the applicant. Click on the “Career Temperament Report” button. The results will be at the top right hand corner. Print this page to give to the applicant during their 2nd interview.

#### 1. Testing Data Sheet

- This is where you fill out information about the applicant and put the results from the testing. It’s a great “at a glance” of how the applicant scored.
- This is not shown to the applicant.

#### 2. Application

- **This must be done before any other testing!**
- Simply have the applicant fill out this form to the best of their knowledge.
- Please make sure they read, sign and date the back page!
- Must be completed even if resume was provided.

#### 3. Authorization for Release of Background Information

- The applicant simply needs to read, sign and date the first page and fill out the second and third pages in full.
- Let the applicant know that once an offer of employment is made we will run a background check.

#### 4. Ministry Survey

- Instruct the applicant to answer the questions on the first two pages.
- The third page begins a statement of beliefs that the applicant is to read over. On the fourth page is a box where they can write down anything that they disagree with in the statement of beliefs.

#### 5. Spiritual Gifts Test

- **In the second interview the applicant should receive this packet back with their results!!** They can read over all of the information then!
- The test begins on page 9. Read the instructions at the top of the page and make sure they understand how to take the test.
- Page 15 is where you will grade the test. Instruct the applicant that he or she is **NOT** to write on this page.
- Page 17 is the page that we keep on file with their testing packet. Have the applicant tear this page out (so they don't forget about it) and have them fill out everything except the boxes where the results go.

##### **Grading the test:**

- Go to page 15 and you will see number 1 in the top left hand corner. Go back to page 9 and see how the applicant graded themselves on the statement. You will see at the top that every response is weighted with a number (Ex: Nearly Always = 4). Put the corresponding number next to the "1." on page 15. Do the same for 2 through 108. Add across to get the result for every spiritual gift.
- At the bottom you will list the top five spiritual gifts starting with the gift that got the highest score (24 is the most you can have).
- **IF** you have two gifts that have the same score you will list the gift that is closest to the top of the list first.
- Don't forget to transcribe the results to the testing data page!

#### 6. CDAT

- **This test is not timed.**
- Read the instructions directly off the test and remind the applicant that you are not to answer any questions once the test has begun.

##### **Grading the test:**

- Tear off the perforated edge and open the test.
- Use the "CDAT Analysis" spreadsheet to grade the test.
- **Note:** Only enter information on the **first** sheet.
- **Note: Print off both sheets** and put in testing packet.

**\*\*MAKE SURE YOU PROVIDE EACH APPLICANT WITH BLANK SCRATCH PAPER AND EXTRA PEN. FOR THE TIMED TESTING THEY ARE NOT ALLOWED TO USE CELL PHONES OR CALCULATORS.**

**\*\*INSTRUCT THE APPLICANT THAT THEY ARE NOT TO WORK AHEAD ON THE TESTS OR GO BACK AND FILL IN ANSWERS.**

**7. Skills Profiler**

- Read each set of directions to the applicant as go work through the test.
- Let the applicant know that while they are taking the test if they want to change an answer (**only on the section they are on**) they simply need to circle the mark they want you to grade.

**Grading the test:**

- Tear off the perforated edge and open the test.
- Count the number of questions they answered correctly and that are their score.

**8. APT**

- Read the directions off the front of the test to the applicant.

**Grading the test:**

- Tear off the perforated edge and open the test.
- Count the number of questions they answered correctly and that are their score.

**9. E-Verify Applicant Notice**

- **THIS MUST BE GIVEN TO EVERY APPLICANT. THEY SHOULD TAKE THIS DOCUMENT WITH THEM WHEN THEY HAVE FINISHED TESTING.**

**\*\* ALL TESTING PACKETS ARE TO BE RETURNED TO HR.**

**Contact your HR Coordinator if you have any questions.**

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