How to Prepare For and Pass Kenexa's* Aptitude Tests

Numerical Critical Reasoning Tests

Job Test Prep

a) Before starting to solve any tests**, review: ratios, averages, <u>percentages rules</u>** , and <u>**proper use of a calculator.**</u>

b) During the test, before answering each question, it is highly recommended to **carefully read the attached data**:

- ✓ Graph: understand the **meaning of axis X and Y.**

- ✓ Table: understand the **meaning of the columns and rows**.

- ✓ To make sure you understand the graph/table, try and single out one piece of data and ask yourself: "what does this number mean?". If you can answer this question, you got it!

- ✓ Pay attention to the **headlines**: do they contain additional information?

Numerical Critical Reasoning > General Tips

✓ Pay attention to the **measurement units**: in the data's headlines, question and answer choices.

Revenues per Insurance Company in the UK

Note the measurement unit

Company	2010 (billion £)	2011 (Total: 4 billion £)
InsureUdo	1.22	15%
Money.com	2	22%
Yotype	2.15	17%
Javato	1.62	31%
B.M.P	1.89	10%

Note the measurement unit

What were UK's insurance companies' total revenues in 2010? (In millions)
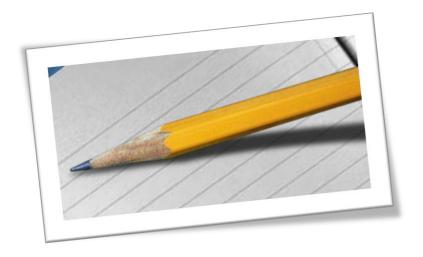
a. £88   b. £880   c. £8,880   d. £8.8   e. £1,200

Numerical Critical Reasoning > General Tips

c) **Use pencil and paper to write down your calculations**. As well as avoiding confusion and calculation mistakes, these calculations may be of use in subsequent questions.

Numerical Critical Reasoning > General Tips

d) Notice the difference between "**Cannot Say**" and "**None of these**" answer choices:

  ✓ <u>Cannot say</u>: The information presented in the data is not sufficient for solving the question comprehensively.

  ✓ <u>None of these</u>: While it is possible to solve the question, none of the answer choices provided are suitable/correct.

e) When a **certain answer choice is correct but is partial** and not the only possible solution, it is **the presence of "none of these" or "cannot say" options that will determine your answer.**

  ✓ If there is a "**Cannot say**" answer choice, you will have to choose "Cannot say".

  ✓ If there is a "**None of these**" answer choice, you will have to choose that partial answer, but certainly NOT "None of these".

For example:

Company's weekly Revenues (Monday to Friday)

	Monday	Tuesday	Wednesday	Thursday	Friday
Revenues (in '000 £)	15	12	17	?	?

Question: What were the company's revenues on Thursday and

Friday, if the average weekly revenue was £14.8? (In thousand £)
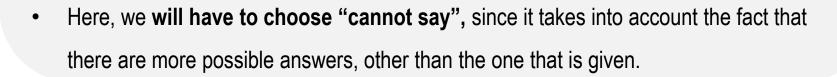
** To check your answer – go to the next page.

Answer: What we have here is an equation with two unknowns (Thursday and Friday).

Therefore, there is a large number of appropriate answers.

- **Option #1: The answer choices include a "cannot say" option:**

    A.   14 and 16
    B.   16 and 21
    C.   10 and 14
    D.   15 and 19
    E.   Cannot say

- As you can see, answer **A** is a possible, correct answer:

    $(15+12+17+X+Y)/5 = 14.8 \rightarrow X+Y = 30 = 14+16$

- Here, we **will have to choose "cannot say",** since it takes into account the fact that there are more possible answers, other than the one that is given.

Job Test Prep

- **Option #2: The answer choices include a "none of these" option:**

  A.   14 and 16

  B.   16 and 21

  C.   10 and 14

  D.   15 and 19

  E.   None of these

- Again, answer **A** is a possible, correct answer:

- Here, we **will have to choose the possible, correct, answer** that was provided to us (A). **Since <u>there is an optional answer available</u>, choosing the "none of these" answer choice would be wrong.**

Numerical Critical Reasoning > General Tips

f)   Notice that Kenexa's numerical test score may include an **accuracy vs. speed index**, and that some job descriptions might require a different speed/accuracy ratio (i.e. some may prefer accuracy over speed and vice versa).

✓ **Only through practice** will you find the right balance between these two aspects.

✓ **Examples of poor accuracy vs. speed scores :**

» A low response time with a high error rate.

» Maximum accuracy with a small number of questions answered (in total).

Numerical Critical Reasoning > General Tips

g) Is it OK to **guess?**

YES. The real question is **WHEN?**

✓ If you are short on time:

When you are left with a number of questions but not enough time to answer them all in a thoughtful manner, instead of briefly going over all of them and trying to answer a "calculated guess", we recommend you pick one or two questions (depending on the time you have left), dedicate an appropriate amount of time solving them correctly and guess the remaining questions.

Numerical Critical Reasoning > General Tips

✓ If you get "stuck" on a question:

Guessing is worthwhile in cases where a substantial amount of time has already been invested in solving a given question (1:30 min. and above), yet you are still only half way through. In this case, it is recommended to guess the answer and leave the question, so you don't find yourself wasting even more time on it. If time permits, return to these questions later.

Numerical Critical Reasoning > Kenexa*-Style Sample Question

Choose one correct answer:

Revenues from ReDrum Band 10-Week-Tour

Week of the Tour	Number of Concerts per Week	Revenues per Week
3	2	£170,500
4	3	£297,200
5	1	£80,400
6	2	£141,300
7	1	£95,600

* A ticket for the concert costs £50 for the first 3000 buyers of tour tickets, and £100 thereafter.
** It is not possible to buy tickets in advance.

How many people attended ReDrum concerts in the third week of the tour?

a. 3,410   **b.** 1,705   **c.** 3,205   **d.** 1,608   **e.** Cannot say

Numerical Critical Reasoning > Kenexa*-Style Sample Question

<u>Explanation:</u>

The answer is: E.

From the statement below the table we know that a ticket for the concert costs £50 for the first 3000 buyers **<u>of tour tickets</u>** (and that it is not possible to buy tickets in advance).

We cannot know how many people bought concert tickets until the third week of the tour. For example, it is possible that 3000 people bought tickets for the concerts that were conducted in the first 2 weeks, but it is also possible that no one came to the first concerts.

Therefore, we cannot know the tariff by which we should calculate the cost of the tickets in week 3, and thus cannot deduce the number of people who attended that week's concerts.

The answer should be **cannot say.**

Numerical Critical Reasoning > **Financial Tips**

a) Many numerical tests include financial questions. Before answering them, you better **be familiar with the relevant concepts and formulas**:

- ✓ Types of **securities** (stocks, bonds, etc.)

- ✓ **CPI**: Consumer Price Index

- ✓ **GDP**: Gross Domestic Product

- ✓ **ROI**: Return On Investment

- ✓ **Profit = Revenues – Expenses**

Numerical Critical Reasoning > Financial Tips

b) Do not get panicked. Even without previous financial knowledge, in most cases you will be able to answer these questions successfully by **understanding percentages / ratios / averages rules.**

c) Practice **inflation** and **currency exchange** questions. These topics are common among financial questions.

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