

15FQ⁺
15 Factor Questionnaire +
Administration Instructions

Instructions for Paper Based Testing

Time: Untimed, but generally takes 25-30 minutes

Materials: 15FQ⁺ Booklet
 Answer Sheet
 Two pencils
 One eraser
 A glass of water

Introduction

SAY: *“The 15FQ⁺ is a personality questionnaire and not a test; there are no right or wrong answers. Questions are aimed at discovering your interests, preferences and feelings. These questions provide information that could be beneficial for selection or career development.”*

SAY: *“The questionnaire **does detect over-positive responding** and your profile will be cross-referenced with information from other sources. You should try to be spontaneous in your answers and give your first-response answers rather than thought out ones. Be as honest as you can and not answer how you might like to be.”*

SAY: *“I will arrange to give you feedback on your responses to this questionnaire once it has been analysed.”*

SAY: *“Before we begin, I just have some administrative documents for you. The first is a Candidate Information and Release form, which is compulsory to fill in. It provides some information about the reasons, as well as terms and conditions for carrying out this sort of assessment process.”*

SAY: *“Would you mind also completing the Bio data sheet, which is used for statistical purposes by the test provider? The information you include here is not attached to the report at all, it is for statistical purposes only, to build up as much information as possible relating to the normative groups used.” (see last page of this document for a copy)*

Answer any questions about the Data Sheet’s use (it is voluntary to complete and used for statistical purposes only), and **thank the candidate for completing it.**

Commencing the Exercise

SAY: *“Please open your question booklet to page 1 and follow through the instructions while I read them out.”* **Instructions are to be read verbatim from the question booklet or the following text;**

This is a questionnaire concerning your interests, preferences and opinions. There is no time limit, however, most people take about 30 minutes to complete the questionnaire.

Make sure you have an answer sheet, a pencil and an eraser before you begin.

You are asked to choose between three possible answers to each question; **a, b** or **c**. When you have selected your answer, record this by blackening the corresponding box on your answer sheet.

For example

1 *I enjoy going to the cinema. A means true, B uncertain, C false.*

“If your choice of answer is ‘true’, you would fully blacken box ‘A’ against question 1 on your answer sheet.”

SAY: *“Before you start the questionnaire please make sure you have recorded your name and any other details requested on the answer sheet. Today’s date is _____.”*

SAY: **“When answering the following questions please remember the following:”**

1. Make sure you answer **every** question, even those which do not seem to directly apply to you.
2. Do not spend too much time considering your answer to each question. The information given in a question may not be as full as you wish, but answer as best you can.
3. Please try to avoid the middle (**uncertain**) answer wherever possible.
4. **Be as honest and truthful as you can.** Don’t give an answer because it seems the right thing to say.
5. If you wish to change an answer, please erase it fully and insert your new answer.

Additional Information

SAY: *“Please avoid marking the test booklet as it will be used again by others.”*

IF ASKED YOU MAY SAY: *“There are 200 questions in all.”*

At this point, seek confirmation from the candidate that they understand questionnaire instructions, but *give no further help beyond what is indicated in the question booklet*. Remember, your role is to ensure that the candidate knows the correct procedure for completing this exercise, it is not to give them information about how to respond or how to interpret individual items.

SAY: *“If you are ready to begin, please turn over the page and start now.”*

Please see overleaf for
Instructions for Computer Based Testing

15FQ+
15 Factor Questionnaire +
Administration Instructions

Instructions for Computer Based Testing

Time: Untimed, but generally takes 25-30 minutes

Materials: GeneSys Remote Questionnaire Administrator (RQA)
A glass of drinking water

Introduction

SAY: *“The 15FQ+ is a personality questionnaire and not a test; there are no right or wrong answers. Questions are aimed at discovering your interests, preferences and feelings. These questions provide information that could be beneficial for selection or career development.*

SAY: *“The questionnaire **does detect over-positive responding** and your profile will be cross-referenced with information from other sources. You should try to be spontaneous in your answers and give your first-response answers rather than thought out ones. Be as honest as you can and not answer how you might like to be.”*

SAY: *“I will arrange to give you feedback on your responses to this questionnaire once it has been analysed.”*

SAY: *“Before we begin, I have a Candidate Information and Release form for you, which is compulsory to fill in. It provides some information about the reasons, as well as terms and conditions for carrying out this sort of assessment process.”*

Commencing the Exercise

SAY: *“Now, would you please fill in your details on the Details screen displayed on the Computer.”*

After the candidate has completed their details

SAY: *“Would you mind also filling in this Bio data information, which is used for statistical purposes by the test provider? The information you include here is not attached to the report at all, it is for statistical purposes only, to build up as much information as possible relating to the normative groups used.” (see last page of this document for a copy)*

Answer any questions about the Bio data form's use (it is voluntary to complete and used for statistical purposes only), and **thank the candidate for completing it.**

After the candidate has completed their details

SAY: *“Could you please follow through with me as I read through the screens out loud.”*

Commence the On-Screen Test Administration with the first screen

After the candidate has completed the Example Questions, and you have read through the last screen;

SAY: *“At the end of the test you will be given an option to review your questions. Normally you would answer NO.*

When you reach the screen with the large FINISHED sign, please let me know so that I can save your results.”

Additional Information

IF ASKED YOU MAY SAY: *“There are 200 questions in all.”*

At this point, seek confirmation from the candidate that they understand questionnaire instructions, but *give no further help beyond what is indicated in the on-screen Test Administration.* Remember, your role is to ensure that the candidate knows the correct procedure for completing this exercise, it is not to give them information about how to respond or how to interpret individual items.

SAY: *“If you are ready to begin, I will leave the room and you can press any key to commence the questionnaire.”*

IMPORTANT NOTE FOR TEST BATTERY USERS:

Standard Practice When Using Test Batteries

If the candidate is doing a battery of two or more tests, you should advise them that each test will come up on the screen one after the other. After you have finished the administration for the first test or questionnaire, the candidate should work through the instructions and examples for the remaining tests on their own. If they need help with any of the example questions, they should call you.

They should of course understand that they cannot seek help once they have started a timed ability test.

Customised Test Batteries

If you are using customised test batteries, and the **personality profile follows the ability tests** (this is the order we advise), it is good practice to get the candidate to call you at the end of the ability tests. At this point you should re-enter the room, and do the test administration for the personality profile in person, using the appropriate test administration sheet. The reason behind this is that the sheet includes important phrases that are not included in the on-screen administration.

Alternatively, at the beginning of the customised battery, the **sheet overleaf** should be read through with the candidate, and a copy left with them as a reference.

15FQ⁺
15 Factor Questionnaire ⁺
Administration Instructions

SAY: *“When you reach the 15FQ⁺ Questionnaire, please remember the following:”*

1. “The 15FQ⁺ is a personality questionnaire and not a test; there are no right or wrong answers. Questions are aimed at discovering your interests, preferences and feelings. These questions provide information that could be beneficial for selection or career development.
2. The questionnaire **does detect over-positive responding** and your profile will be cross-referenced with information from other sources. You should try to be spontaneous in your answers and give your first-response answers rather than thought out ones. Be as honest as you can and not answer how you might like to be.
3. At the end of the test you will be given an option to review your questions. Normally you would answer NO.
4. When you reach the screen with the large FINISHED sign, please let me know so that I can save your results.

GeneSys Test Data Sheet – 1 minute of your time please

I agree to the use of this information for statistical use only, with my name confidential. (please circle) Yes / No (if No, then skip this page)

Name: _____ **Date:** _____ **Org:** _____
(tested by)

Is English your first language? Yes / No **Status** Applicant / Non applicant

About You

Education/Qualifications	
1	Less than completed secondary
2	Completed Secondary School yr 12/13
3	Industry, Trade Training
4	Certificate, Diploma
5	Polytech, TAFE, Institute
6	University Degree
7	Post Graduate Qualification
8	Masters
9	MBA
10	PhD

Ethnicity

1	Australian
2	Aboriginal / Torres Strait Islander
3	NZ European
4	Maori
5	African
6	Asian
7	European
8	Indian
9	Latin, Hispanic
10	Middle East
11	Pacific Islander
12	South African European
13	Other: (Please print) below

Occupation

1	Clerical, Administration
2	Company Director, Partner, Owner
3	Customer Service
4	Designer, Creative
5	Driver, Operator
6	Graduate (within past year)
7	Home executive
8	Hourly paid Worker
9	Human Resources
10	Managerial
11	Manager of \$60M+ pa
12	Marketing
13	Process worker, Industrial
14	Professional
15	Salaried Staff
16	Sales
17	Student, School leaver
18	Supervisor, Team leader
19	Trades-person, Certified worker
20	Unemployed
21	Volunteer

About the Position

Position (please print)

Organisation (please print)

Sector

1	Public service, Federal/State Government
2	Local Government/Authority
3	State Owned Corporation
4	Private – small/medium
5	Corporate, Multinational

Industry

1	Accounting
2	Advertising, Marketing
3	Agribusiness
4	Banking, Finance, Investment
5	Call Centre
6	Compliance, Law enforcement
7	Consulting
8	Construction, major works, roads
9	Defence, Armed Services
10	Education, Training
11	Emergency Services
12	Engineering, Technical
13	Entertainment
14	Forestry
15	Health, Therapy, Care
16	Hospitality, Tourism, Travel
17	Insurance
18	Information Technology
19	Internet
20	Legal
21	Manufacturing, Assembly
22	Media, Broadcasting
23	Mining
24	Property, Real Estate
25	Public Relations
26	Research
27	Recruitment
28	Retail
29	Service
30	Telecommunications
31	Trades, Building, Automotive, other
32	Transport, Shipping
34	Utilities, electricity, etc
35	Wholesale, Trading

Office Use

Requested by:

Code:

Location:

Earnings Band of Position

1	Nil
2	Up to \$19,000 pa / \$9.99 per hr
3	\$20,000 to \$29,000 / \$10 to \$14
5	\$30,000 to \$49,000 / \$15 to 24
6	\$50,000 to \$69,000 / \$25 to \$34
7	\$70,000 to \$99,000
8	\$100,000 to \$149,000
9	\$150,000 to \$199,000
1	\$200,000+
0	

Thank you 😊



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