

## CANDIDATE INFORMATION AND RELEASE FORM

*Please take a few minutes to read through the following forms once they have been explained to you, to get an understanding of the assessment process.*

- The completion of assessment exercises is usually required to assist decision-making in areas of selection and recruitment, managerial development, career path planning, and training and development.
- The reporting of information to the participant is either verbal or in written summary form and is specific to the position under consideration. Results are considered valid for around 12 months, after which time data are made anonymous.
- Often, assessment tools used for career development revolve around the measurement of your personality (i.e. interpersonal style, work attitudes, career drivers) and problem solving ability. Your performance on any test may then be compared against several normative groups.
- Assessment tools are used in conjunction with a range of other career development methods such as the interview and counselling sessions to offer where your strengths and potential areas for development may currently lie.
- You may be required to spend between 0.5 to 4 hours completing the assessment programme; your consultant will advise you of the expected time. This session will result in the writing up of a report summarising your performance.

Please read through the following information and sign if you agree to the conditions of the assessment:

- I agree that the results of the evaluation completed today will be released to:

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(Name of company who has commissioned the assessment session)

- I understand that OPRA Consulting Group (the test supplier) will receive the database containing my results and that it will be stored in a collective database for statistical use only, with my name held strictly confidential. Published statistics will not be traceable back to me.

*(Please turn over to the next page)*

- In line with the Privacy Act of 1993, I understand that because of the evaluative nature of the material obtained, I may not have full access to the results in detail. However, I understand that I will be entitled to verbal feedback as part of the assessment process (in line with the New Zealand Psychological Society Ethics, clause 2.1.4). This will be offered either from a consultant at OPRA Consulting Group, or by the client who has commissioned this assessment session.
  - The information I provide will be secured against loss, unauthorised access, modification, disclosure, and misuse.
  - I understand that personality assessments include a measure of the extent to which the answers given are a true representation of myself.
- I have enough lighting in the testing room to complete the evaluation
  - I have reading glasses/contact lenses if required
  - I am aware of the approximate length of time this evaluation will take
  - I am aware of the nature of the evaluations that I will be undertaking
  - I am aware that I am not entitled to use a calculator or dictionary in the assessments unless instructed by the administrator
  - I have switched off my mobile phone (if I have one with me)

If there is any reason why today is not an appropriate time for me to be undertaking the assessment (e.g. due to personal illness or stress), then I have let the test administrator know (or will do so as soon as possible).

I have read, understand, and agree with the information and requirements relating to my assessment session.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact: (Phone Number/Email Address) \_\_\_\_\_