

# the able<sup>®</sup> series

*a spotlight on fast learners*

able

## Aptitude for business learning exercises

The ABLE Series of exercises combines the richness of a work simulation with the objectivity of a psychometric tool. The ABLE exercises measure the potential to learn a given task or job, to succeed quickly in that job and to adapt to a changing work environment.

## What is the ABLE Series?

During interviews, managers can learn much about a candidate's past experience, but they often struggle to assess whether a candidate can handle future work challenges in their organisation. The ABLE<sup>®</sup> Series offers ten different tests suitable for a range of job roles. Each assessment is based on real-life scenarios and measures an individual's potential to:

- Learn a given task
- Succeed quickly in a particular job
- Adapt to a changing work environment

The richness of a work simulation combined with the objectivity of a psychometric instrument means that the ABLE Series is a highly cost-effective tool for selection.

## How does this tool improve my work?

- Practitioners value the ABLE Series for the insights they gain on an individual's *current ability* and on their *potential* to adapt to new situations and to learn – this is essential information that simply can't be gathered through interview alone.
- Candidates appreciate that the test content is directly relevant to their work. The tests are highly involving and motivating for candidates, giving them the opportunity to demonstrate their true potential.

## Who is the tool suitable for?

The assessments can be applied at all levels within an organisation. Information about a candidate's ability to learn is useful in many situations, including:

- Graduate recruitment
- Recruitment of professionals and managers
- Executive selection
- Recruitment for entry-level roles
- Succession planning

## How do I get started?

You'll need to complete the following qualification:

- BPS Certificate of Competence in Occupational Testing (Level A)

### Which ABLE assessment do I use?

#### Graduate/managerial roles

*Business Decision Analysis*  
*Critical Business Planning*  
*Critical Analysis*

#### Specialist roles

*Commercial Reasoning*  
*Legal Interpretation*  
*Financial Appraisal*

#### Technical roles

*Fault Identification*  
*Performance Programming*

#### Customer services roles

*Vetting Applications*  
*Helpline*

## How does the ABLE Series differ from conventional ability tests?

- They differ from most conventional tests in that they are 'Structured Learning Exercises', which are defined in terms of mental processes and work-related tasks rather than the style of stimulus material they contain (eg verbal or numerical)
- Each test is carefully designed to ensure that its content closely relates to the content of real job roles
- Numerous studies have proven that the ABLE Series is a valid predictor of job performance
- As a consequence of the ABLE Series' wide application, specific norm tables are available

## Which assessments do I use for specific roles?

The ABLE Series is designed for use with a wide range of job roles and job levels:

	Graduate/ managerial			Specialist			Technical		Customer Services	
	Business Decision Analysis	Critical Business Planning	Critical Information Analysis	Commercial Reasoning	Legal Interpretation	Financial Appraisal	Fault Identification	Performance Programming	Vetting Applications	Helpline
Middle – senior managers and professional staff	✓	✓	✓	✓	✓	✓				
Supervisors and new managers	✓	✓	✓	✓		✓			✓	
Graduates	✓	✓	✓	✓		✓			✓	
Clerical, administrative and secretarial staff									✓	✓
Sales staff	✓	✓	✓	✓					✓	
Specialists eg IT, legal, finance, HR	✓	✓	✓		✓	✓	✓	✓		
Manufacturing/production staff								✓		
Call centre/customer service staff									✓	✓

## What formats are available?

- The questionnaires are available in paper and pencil
- For more information on materials for the respondent and descriptions of each assessment, see the accompanying product factsheet, also available online.

## How can I buy?

Visit our online shop at [www.opp.eu.com/shop](http://www.opp.eu.com/shop) to purchase ABLE® printed materials

For any enquiry about qualifications, products and services visit our website at [www.opp.eu.com](http://www.opp.eu.com) or contact Customer Services on 0845 603 9958 or [enquiry@opp.eu.com](mailto:enquiry@opp.eu.com)