



# StaffMatcher™ Candidate Guide

## Welcome to the StaffMatcher™ questionnaire

This guide provides information for job applicants (candidate's) about to undertake the StaffMatcher™ questionnaire.

## What is StaffMatcher™?

StaffMatcher™ is a personality test (sometimes known as a psychometric test).

It's most commonly used as an adjunct to an employer's own recruitment process. StaffMatcher™ is an on-line questionnaire that you answer and from your responses, information is gained about your work style and personality.

Typically, the StaffMatcher™ questionnaire is only issued to job applicants (candidates) that are of real interest to the employer. We refer to the company issuing the questionnaire as the "sponsoring employer".



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## How do I use StaffMatcher™?

StaffMatcher™ is an on-line questionnaire that is sent to you as a link in an email. Just click on the link and you are directed to the on-line questionnaire. It takes about 30 minutes to complete, and the results (in the form of a report) are automatically forwarded to your sponsoring employer.

## What does it do?

StaffMatcher™ is designed to provide your sponsoring employer with insights into your personality and workstyle. It reports on a variety of attributes such as teamwork, flexibility, time management, conscientiousness etc.

StaffMatcher™ enables the sponsoring employer to make valid comparisons between job applicants (candidates). This helps to ensure that you are compared fairly with other job applicants, and that you are not disadvantaged in any way.

The sponsoring employer will have their own requirements for the job vacancy in question, and StaffMatcher™ will help them to understand what your strengths are, relative to other job applicants they may be considering.

## What happens to my personal information?

The only personal information recorded by StaffMatcher™ is your name, gender and email address (used only to invite you to the on-line questionnaire).

A copy of your report is also stored in the StaffMatcher™ database. The reports in our database are not made available for viewing, accessing or purchase by any other third party outside of the sponsoring employer.

On occasion, employees of StaffMatcher™ may view your report, but only in the context of providing technical support to the sponsoring employer. Sponsoring employers are required to adhere to the relevant privacy laws in their state/country when dealing with your personal information.



# Using StaffMatcher™

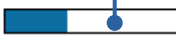
Once you receive your email invitation, clicking on the attached link will open the on-line questionnaire. Simply follow the questions in order, then press the next button located at the bottom of the page to continue.

Complete all questions

Your progress through the questionnaire



StaffMatcher Ver 1 C2 OT1 C1

0%  100%

Group 1

**Remember not to *over-analyse* the questions. Just go with the response that sounds intuitively right to you!**

**\*My gender is:**


Choose one of the following answers

Male  Female

**\*Please select the employee level which best describes your career:**

Choose one of the following answers

Team Member  Team Leader  Middle Manager  Senior Manager

 *Team Member - no direct reports, Team Leader - supervisory level (some direct reports), Middle Manager - divisional/departmental manager (non-strategic role), Senior Manager - G.M, M.D or C.E.O (responsible for long-term strategic direction of the business)*

**\*It is very important for me to be given responsibilities**

Choose one of the following answers

Strongly Disagree  Disagree  Slightly Disagree  Slightly Agree  Agree  Strongly Agree

[\[Exit and clear survey\]](#)

[Next >>](#)

[Resume later](#)

**WARNING:** Press only if you want to clear all of your responses.

Press Next to continue to next page.

Press to save results and continue at a later date.

## Answer all questions

If you have missed any questions along the way, these will be highlighted in **RED** and you will need to answer them before the Next button will operate.

## Saving and resuming a questionnaire

If you don't have time now to complete the whole questionnaire, you can save where you are up to and continue it later by pressing the Resume Later button.

Once you have selected the Resume Later option, enter your details and simply close down your Browser window. You will be sent an email containing a link to resume the questionnaire. There is no time limit to resume or complete the questionnaire

NOTE: Do not select the option [Exit and Clear Survey] as this will clear all your existing answers up to that point. Only select this option if you need to clear all of your answers and start the questionnaire again from the beginning.

## Answering the questions accurately and truthfully.

When answering the questionnaire, some job applicants will feel inclined to answer 'strongly agree' to most questions, either consciously to appear a more attractive applicant or subconsciously, due to a strong self perception about their behaviour (whether true or not). Because this has the potential to distort the findings of the StaffMatcher™ report, we have implemented a number of methods to detect these events.



The Response Reliability Indicator (RRI™) included in each report uses a number of methods of detection to identify whether the answers given are truthful and accurate. The RRI™ indicator is included in each report to the sponsoring employer.

