

## **Next Steps - Instructions**

Listed below are the three items we will need for you to complete:

- **Application**  
All sections need to be completed including personal information, work history, and education, even if this information is included on your résumé.
- **Personality Assessment (45 minutes)**  
This assessment consists of two untimed sections and four timed sections.
- **Aptitude Assessment (1 hour)**  
**\*Please review the Sample Assessment Problems listed below before getting started\***  
This is a three-section logic and reasoning assessment. Once you login to this section, you will be unable to stop at any point.
  - **You may not use a calculator.** We recommend that you have scratch paper available when taking the test.
  - You will be penalized for answering incorrectly, but NOT for questions left unanswered.
  - **Note:** If you successfully move through the hiring process, you may be required to take a proctored (in person) Aptitude Assessment.

**To begin, please click the link found in the body of the email and enter the login information.**

After you launch the assessment, **DO NOT** minimize the browser as this will lock you out of the website.

Please note: we recommend using Internet Explorer, Firefox, or Safari for your browser. We encourage you to complete these assessments in a quiet area that is free from distractions.

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## **Sample Aptitude Assessment Problems**

All applicants at Reynolds and Reynolds must complete our pre-employment testing. The logic and aptitude assessment contains three timed sections. All questions are multiple choice. The assessment is **not** designed for you to finish. **DO NOT GUESS!**

### **Section 1: 15 minutes**

This part tests your ability to detect sequential patterns. The questions consist of a series of letters from the alphabet. You must select the letter to complete the series.

Example:

C, D, F, G, J, K, O, P, \_\_

What letter would complete this list?

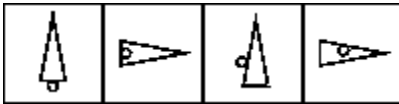
Answer:

C, D, F, G, J, K, O, P, U

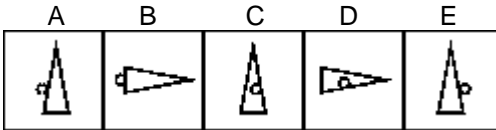
### **Section 2: 15 minutes**

This section measures your ability to determine spatial relationships. These questions contain a series of shapes that rotate and move in patterns. You must identify the shape with the proper positioning to complete the series.

Example:



Which one of these shapes will complete the above series?



Answer: E

### Section 3: 30 minutes

The last section tests your math aptitude with word problems (percentages, fractions, and algebra). **You will not be permitted to use a calculator.** As with the other sections, all questions are multiple choice. Below are some examples of typical word problems. The answers can be found at the end.

- In a certain company, 30 percent of the men and 20 percent of the women attend night school. If 40 percent of all employees are men, what percent of all the employees attend night school?
  - 15
  - 24
  - 35
  - 44
  - none
- The length of the shadow of a flagpole was found to be 72 feet. The shadow of a 3 foot picket fence in line with the flagpole was 4 feet. What is the height of the flagpole?
  - 54 feet
  - 63 feet
  - 27 feet
  - 84 feet
  - none
- The sum of both digits, of either of two two-digit numbers, in whatever order the digits are written, is 9. The square of either of the digits of either number, minus the product of both digits, plus the square of the other digit is the number 21. The numbers are \_\_\_\_\_.
  - 36, 63
  - 81, 18
  - 27, 72
  - 45, 54
  - none
- If a boat goes downstream 72 miles in 3 hours and upstream 60 miles in 6 hours, the rate of the river and the rate of the boat in still water respectively are \_\_\_\_\_.
  - 7 & 16 mph
  - 7 & 17 mph
  - 6 & 17 mph
  - 6 & 18 mph
  - none
- Three times the square of a certain positive number exceeds six times the number by nine. Find the number:
  - 3
  - 6
  - 4
  - 9
  - none
- The width of a rectangle is 15 feet less than its length, and the perimeter is 210 feet. Find the width:
  - 60 feet
  - 35 feet
  - 45 feet
  - 40 feet
  - none
- If 6 men can do a piece of work in 14 days, how many men are needed to do the work in 21 days?
  - 3
  - 9
  - 5
  - 4
  - none
- The sum of two numbers is 17 and the sum of their square is 145. Find the larger number.
  - 10
  - 11
  - 8
  - 9
  - none

9. A certain sum of money is invested at 10%. Twice that amount is invested at 8%. The total amount of interest from both investments is \$91. How much is invested at 8%?
- a. \$350                      b. \$500                      c. \$1000                      d. \$700                      e. none
10. A mother left 20% of her estate to one son and 25% to another son. The remaining \$55,000 she left to her daughter. Find the amount of the estate:
- a. \$90,000                      b. \$100,000                      c. \$110,000                      d. \$120,000                      e. none
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#### **ANSWERS**

1. B  
2. A  
3. D  
4. B  
5. A  
6. C  
7. D  
8. D  
9. D  
10. B