

## Applicant Information – online assessments

The online sifting process will be managed on behalf of Leicestershire Fire and Rescue Service by HR Solutions Hub, a professional service who specialise in administering the assessments and tests which make up the sifting process.

Whilst you are participating in the sifting process, please check your e-mails daily, including trash/spam folders for instructions as to when and how to access the various stages.

**We need to adhere to a strict timetable and if you miss an e-mail this is your responsibility and we will not extend deadlines under any circumstances.**

### The Online Assessment Process

This is a timetable showing the timing of the online sifting process. Please make a note of these to avoid missing your opportunity to complete them in time.

*Participation in the online assessments is subject to satisfactory completion of preceding selection process stages.*

Activity Required	Start and closing dates
Stage 1 – Behavioural Styles Questionnaire <u>and</u> a Situational Judgement Test	13 – 18 September 2023 <ul style="list-style-type: none"><li>• 13<sup>th</sup> opens at 12:00</li><li>• 18<sup>th</sup> closes at 12:00</li></ul>
Stage 2 – Fire and Rescue Service Ability Tests	04 – 09 October 2023 <ul style="list-style-type: none"><li>• 4<sup>th</sup> opens at 12:00</li><li>• 09<sup>th</sup> closes at 12:00</li></ul>

### Stage 1 – Behavioural Styles Questionnaire and Situational Judgement Test

At 12:00 on 13 September 2023 you will receive **two** emails containing separate login credentials from the **Apollo** system (**apollo@adc.uk.com**), each with a link to access the first stages of the assessment process. These include an online Behavioural Styles Questionnaire and a Situational Judgement Test. **Please read the instructions given in the emails about how to access the assessments carefully.** The deadline to complete these questionnaires is **12:00 on 18 September 2023.** If you do not complete them before this time you will not be progressed further in the recruitment process and your application will be deemed closed.

If you are unsuccessful in achieving the required standard to progress in Stage 1, you will be notified within a week, by Leicestershire Fire and Rescue Service, and your application will not be progressed any further.

If you are successful in achieving the required standard to progress in Stage 1, you will be contacted by Leicestershire Fire and Rescue Service within a week and you will be progressed to the Bleep Test, which is a pass or fail fitness assessment. Further information regarding the Bleep Test will be detailed in the invite letter for the Bleep Test stage.

If you are successful in achieving the pass standard in the Bleep Test, you will be invited to undertake Stage 2 of our online assessments.

*Please be advised, there are no practice tests available for the Behavioural Styles and Situational Judgement assessments. However, guidance on the assessments and how to complete them is provided in a web link included in the invitation email you receive. You should read these before accessing the assessments.*

## **Stage 2 – Fire and Rescue Service (FRS) Ability Tests**

At 12:00 on 04 October 2023 you will receive an email from the **Test Partnership** system (**no-reply@testpartnership.com**) with a link to access the FRS Ability Tests. These are short, time limited tests, measuring your verbal, numerical and mechanical reasoning. The deadline to complete them is **12:00 on 09 October 2023**. If you do not complete them before this time you will not be progressed further in the recruitment process and your application will be deemed closed.

You will be informed whether you have achieved the required standard to progress beyond Stage 2 within a week by Leicestershire Fire and Rescue Service who will advise you of the next steps.

If you have been unsuccessful in achieving the required standard, you will be notified within a week by Leicestershire Fire and Rescue Service and your application will not be progressed any further.

*Practice tests are available for the Fire and Rescue Service Ability Tests. If you would like to experience shortened versions of the real assessments, please follow the links below.*

Verbal:

<https://frs.tptests.com/candidate/practice?accesskey=1445204>

Numerical:

<https://frs.tptests.com/candidate/practice?accesskey=321455714>

Mechanical:

<https://frs.tptests.com/candidate/practice?accesskey=31524637>

## **General Guidance and Information**

We strongly advise that you complete each stage as soon as possible and do not leave it until the actual deadline. **No extensions to any of the deadlines will be given.**

All the online stages should be completed by yourself *alone and unassisted* on a computer, laptop or tablet. They are not compatible with a smartphone. You should ensure that you have a stable internet connection when accessing and completing all the online stages. **Checks may be undertaken at a later stage in the selection process to verify that you have completed these tests without assistance.**

Should you experience any IT issues accessing the online system during any of the online stages please email the support email address given in the assessment email instructions for assistance. Please do not contact Leicestershire Fire and Rescue service for Online assessment support.

**Support is available within 09:00 and 18:00, Monday to Friday only.** Any emails received outside these hours will be responded to by 12:00 on the next working day. Support is only available via email so please do not attempt to contact us by telephone.

As we receive many hundreds of applications, we will not be able to provide you with individual feedback on your results.

Should you require any information during the online sifting process described above, you should refer to this guide as it will have all the information you need.