



## QUEENSLAND POLICE SERVICE

### Psychological Assessment Unit People Capability Command

[Recruiting.Psych@police.qld.gov.au](mailto:Recruiting.Psych@police.qld.gov.au)



## Psychological Assessment Information Sheet & Consent Form

### **Purpose and Format of the Assessment Process**

---

As part of the Queensland Police Service's police recruit selection process, you are invited to re-complete one of the psychological assessments: *The NEO Personality Inventory-3*. This assessment is designed to provide the QPS with more information about how well suited you are to the role of a police officer. This assessment is un-timed; however, it should take approximately one hour to complete.

After completing the NEO Personality Inventory-3, you may also be invited to participate in a follow-up interview with a QPS Occupational Psychologist to explore your results in more detail.

You have been asked to re-complete this questionnaire because your results from the first test were not interpretable for purposes of the QPS selection process. Additional testing is therefore required to ensure that your test results are interpreted accurately and appropriately. While uninterpretable results may be due to a variety of causes, it suggests that a test-taker may have answered the questionnaire items in a manner that presents an inaccurate, non-representative, and/or unrealistic impression of oneself. Some common explanations for uninterpretable test results include: misreading or misinterpreting item content; providing inconsistent or random responses to similar items; recording responses incorrectly; carelessness or confusion when answering the self-report items; a failure to follow test instructions correctly; and/or selecting certain responses so as to present an unrealistic or inaccurate impression of oneself.

### **Completing the Psychological Assessments**

---

The QPS is strongly committed to selecting applicants who display the highest levels of integrity, professionalism, and accountability. Thus, all assessments must comprise solely of your own work. Please remain focused on your own work at all times. While completing the assessment, please do not talk to other individuals or use electronic devices (e.g. mobile phones, etc.).

Please note that there are scales built into the assessments which can measure the extent to which an applicant may be adjusting their responses to appear more favourable. It is therefore very important that you read each item carefully and respond accurately, truthfully and honestly. Select the answer that best represents how you perceive yourself, not how you would like to be in the future. If you do not respond honestly and accurately, your results may be uninterpretable for the purpose of the QPS selection process. This can result in your application being delayed or unable to proceed. You may also be required to undergo further assessment or wait up to 12 months before re-sitting the assessments.

### **Informed Consent & Voluntary Participation**

---

Please note that the psychometric testing session is entirely voluntary – you may choose to participate, may decline to participate, or may withdraw part-way through the session. However, declining to participate in, or withdrawing from, the testing session may result in the progression of your application being delayed (i.e., placed 'on hold' until the testing is completed) or ceased.

Your informed consent is required to allow QPS personnel to administer, score, interpret and utilise your psychometric test results. Your consent is also required for the QPS Occupational Psychologist/s to contact you after today's session to discuss any additional issues, and to relay relevant information from such discussions to the Selection Committee for consideration. All the information that you provide during the psychological assessment process and follow up interview (if applicable) is taken into account in determining your suitability for employment with the QPS.

## **Confidentiality of Assessment Results**

---

All psychometric test results will remain strictly confidential, unless duty-of-care or legal requirements override confidentiality, or you grant permission for your results to be released. Accordingly, all testing data will be retained in a secure location within a locked storage facility as part of QPS personnel records. This data is used by the QPS to inform initial selection decisions, and – in the case of successful applicants – may be used for future training, development and human resource (HR) management decisions. Anonymous and fully de-identified data may also be used for research or reporting purposes.

As per ethical guidelines and QPS policy, your results will be retained for a minimum of seven years. For successful applicants who are appointed as QPS employees, results will be retained for a minimum of 80 years from the employee's date of birth or seven years from date of separation, whichever is later. In some cases, depending on the employee's classification and/or if results have long-term historical, legal or high administrative value, records may be classified as permanent and will be preserved permanently.

## **Feedback**

---

Due to high numbers of applicants, contractual obligations to the test developer, and to maintain the integrity of assessment processes, we are *not* able to provide individual feedback and/or results. If you would like specific and individual feedback regarding your personality or psychological functioning, you should seek advice from an external psychologist, at your own cost.

## **Factors Affecting Your Performance**

---

Before commencing the psychometric assessment process, please ensure there are no factors that may adversely impact your performance today (e.g. illness).

## **Informed Consent**

---

**By commencing the online assessment, you agree to the following:**

*I acknowledge that I have read and understood the above information about the purpose, format and confidentiality of today's psychological assessment. I agree for my assessment results to be viewed and used by QPS personnel for recruitment, training, development and future HR purposes. I also give consent for the Occupational Psychologist/s to contact me after the psychometric testing to discuss any additional issues (if necessary), and to relay relevant information from such discussions to the Selection Committee for consideration.*