

ITESTHUB · ABILITY TEST REPORT

HR Graduate Comprehension

A report for

Sam Sample

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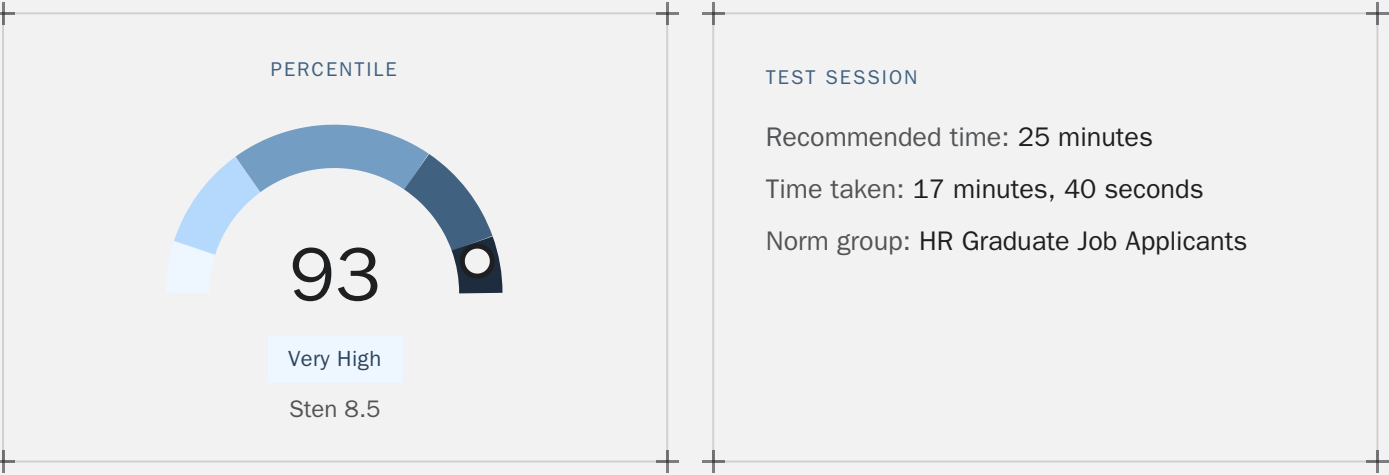
Completed 08/09/2026 · Norm group: HR Graduate Job Applicants · Report valid 18–24 months

This report is confidential and is intended solely for the person responsible for assessing Sam Sample, who completed the HR Graduate Comprehension on 08/09/2026.

Interpreting scores

Scores on HR Graduate Comprehension are calculated by comparing an individual's score with a large group of people (norm group) who have also completed the same test. These are expressed as 'percentiles' -- use the key below to benchmark Sam's result.

Very Low	Low	Mid	High	Very High
1–10%ile	11–30%ile	31–69%ile	70–89%ile	90–100%ile



This HR graduate comprehension test assesses a candidate's ability to check, compare and interpret HR information accurately, using only the information provided. These skills will be apparent when:

- **Checking Requests Against Policy:** HR casework — leave, expenses, benefits — is governed by written rules with limits, deadlines and exceptions. Checking each request against the rule that governs it, and noticing when a figure sits exactly on a limit, keeps HR records accurate and defensible.
- **Matching Documents and Spotting Discrepancies:** Offer letters, contracts, vacancy approvals and right-to-work documents must agree with one another. Reading field by field and catching a wrong grade, salary or reporting line before it is signed off prevents an error becoming a contractual commitment.
- **Drawing Sound Conclusions from HR Records:** Absence logs, right-to-work documents and recruitment reports are evidence. Knowing what a record proves, what it merely suggests, and what it cannot tell you at all is the difference between a safe conclusion and an assumption.

Areas to probe at interview

The test has three sections, one for each ability on page 1. Each is only 15 items long, so Sam's result in each is shown as a broad position, not a score. There are no pass marks for individual sections — the overall percentile is the measure of ability. Use the positions to decide which skills to probe in more depth at interview, and decide on the evidence gathered there whether to progress Sam. This page states the skills to explore; it does not prescribe exercises or questions — the interview should not repeat the test.

Area	Position
1. Checking requests against policy	LowMidHigh
2. Matching documents and spotting discrepancies	LowMidHigh
3. Drawing sound conclusions from records	LowMidHigh

How to use this. A section shown as Low lists the skills to probe in more depth. High lists what to confirm — the test was taken unsupervised. Mid needs no special attention unless the role leans heavily on that area. The positions are coarse by design; do not read a profile into small differences between them.

Area 1 — Checking requests against policy

What it measures: checking leave requests against a written policy — notice periods, day limits, approval wording, team overlap, missing fields, a days calculation — including cases exactly on a limit.

If Low — skills to probe in more depth at interview:

- applying a written policy literally, including at its boundaries — notice periods, day limits
- checking for required approval wording where a rule calls for it
- recalculating a stated day count rather than accepting it
- noticing what is missing — an approving manager, a required note

If High — skills to confirm:

- sustaining that accuracy over a batch of similar requests
- judgement when the policy and the circumstances conflict — applying the policy and escalating, rather than waiving it

Area 2 — Matching documents and spotting discrepancies

What it measures: comparing an offer letter with the approved vacancy request field by field — title, grade, salary, contract type, reporting line, reference — and counting every difference.

If Low — skills to probe in more depth at interview:

- comparing two documents field by field in a fixed order
- reading figures digit by digit, so that a transposed salary is caught
- attention to grades, reporting lines and references, not only the obvious fields
- recognising when two documents genuinely agree

If High — skills to confirm:

- querying a discrepancy before issuing a document, and recording it
- accuracy under volume

Area 3 — Drawing sound conclusions from records

What it measures: reading a right-to-work check, an absence record and a recruitment report against a one-line brief, and being clear about what each proves, disproves, or cannot tell you.

If Low — skills to probe in more depth at interview:

- separating what a record proves from what it merely suggests — a reference that confirms dates says nothing about conduct
- applying trigger points and time windows precisely
- before/after and all/some distinctions in a manager's note
- being comfortable concluding "cannot tell" when the record does not say

If High — skills to confirm:

- knowing what to check before acting on a record — completeness, protected reasons
- explaining a gap in the figures without assuming its cause

Rank candidates on the overall percentile; decide on the interview evidence.