

## Applicant Assessment - Tests and Interviews

### What are the attributes of a good ATC?

A competent Air Traffic Controller is one who has a high level of "situational awareness". This means that they can:

- glean information from many concurrent sources,
- evaluate alternatives,
- establish priorities,
- estimate probable outcomes of alternative courses of action, and,
- work on whatever has the highest momentary urgency without losing control over routine traffic operations.

### Online Cognitive Abilities Test

Selected applicants will be asked to complete an online cognitive abilities test. This information will be used by Airservices Australia to assess the cognitive, arithmetic and verbal reasoning capability of individual candidates, and of their potential suitability and job fit for Air Traffic Control. The test requires up to 30 minutes of uninterrupted time. The test has been developed by specialised online test providers.

### Order of Merit

A candidate order of merit will be determined by Airservices Australia based upon the:

- information submitted by candidates in their application, and,
- results achieved by candidates on the cognitive abilities test

Airservices Australia will only invite the highest scoring candidates for further assessment. These candidates will be those who have been assessed as best meeting the requirements of the job.

The next stage of assessment consists of a full day of psychometric testing.

### Psychometric Testing

Candidates will be required to sit a comprehensive battery of tests designed to measure their skills and capabilities in the following areas:

- numerical computational and reasoning skills,
- written and verbal communication skills,
- listening and comprehension skills,
- short-term memory retention,
- capacity to monitor information from different sources,
- ability to make quick flexible decisions,
- spatial awareness (ability to visualise shapes and dimensions),

- time pressure reactions,
- arithmetic reasoning,
- multiple tasking,
- attention diversion/interruption,
- time monitoring & estimation,
- pattern recognition,
- coordination abilities,
- prioritisation abilities,
- vectoring skills,
- working memory,
- accuracy correctness.

The results of the various tests are used to predict the potential of an individual candidate to successfully complete training and to succeed in meeting the demands of the job in the longer term. Test cut-off scores have been determined to ensure that Airservices Australia only selects those candidates who are most likely to succeed. An applicant order of merit will be established using the results of applicant testing and only those candidates who meet the pre-determined cut-off marks will be considered further.

**Personality Questionnaire**

Applicants who complete the psychometric testing successfully and meet the required cut-off points will be invited to complete an online personality assessment, the Occupational Personality Questionnaire (OPQ). This is a self-report questionnaire which is completed online and provides information on the applicant's behavioural style in the workplace. The information from the OPQ will be utilised at further recruitment activities to assist in the assessment of applicants' levels of resilience, self-confidence, flexibility, attention to detail, workload management and assertiveness.

**Structured Behavioural Interview**

Candidates will be interviewed by a panel consisting of representatives from Operational Air Traffic Control, ATC Training and National Recruitment Team.

Airservices Australia may require candidates to attend more than one interview.

**Referee Comment**

Candidates will be asked to provide the name and contact details of up to three people who can be contacted for referee comment. At least two of these should be a professional referees. Any or all of these referees may be contacted by Airservices Australia.

**Can I do any pre-test preparation?**

Airservices Australia is unable to provide applicants with any pre test study material and there is no practical pre-test preparation that can be completed.

**Candidate Progression/  
Rejection**

Applicants rated as “unsuitable” will not be considered any further. Applicants rated as “marginally suitable” are unlikely to be offered a position, but may apply again at a later date (within the two attempts limit).

**What happens if I fail to  
pass testing or  
interview?**

All applicants for training are limited to two attempts to pass the testing phase.

Applicants may re-apply for the position for their second attempt no earlier than 12 months immediately following the first attempt at the testing phase. Applicants who fail to pass the test phase on two occasions will be ineligible to submit any further applications for ATC Training with Airservices Australia.