

# Instructions for using the 'Graduates First' test portal

This instructions sheet explains the basics of registering and using the Graduates First test portal. The portal contains practice aptitude tests, a Situational Judgement Test, a practice Work Personality Questionnaire, plus example materials to help you prepare for selection centre exercises and interviews. You may find it easiest to print these instructions off before using the test site for the first time.

## How to register for free access to the Graduates First practice tests

Visit the University of Sheffield portal on the Graduates First test site via the following link:

<http://portal.graduatesfirst.com/cp/shef/login.aspx>.

To register on the system, go to the 'Register' hyperlink in the text, or use the right-hand button on the top menu bar. Complete ALL the registration details. Important: You will need to use your University of Sheffield e-mail address – the system will recognise e-mails with the following endings: @shef.ac.uk; @sheffield.ac.uk.

Complete each of the drop-down biographical details boxes. Tick the 'I agree to the terms and conditions' box and then click on 'Register'.

You should receive an e-mail confirming your log-in details and a link to 'confirm your email address'.

**Important note for graduates:** If you have graduated from the University of Sheffield you should still register using your UoS email address AND then telephone us (0114 222 0910) or email [careers@shef.ac.uk](mailto:careers@shef.ac.uk), explaining you need access to Graduates First. We can then activate your account.

## Using the practice tests

Once you have registered, use the unique University of Sheffield Graduates First URL each time you visit the site <http://portal.graduatesfirst.com/cp/shef/login.aspx>. You will need to enter your Username and Password and click the 'Sign In' button each time you use the site. Before you try the practice tests for the first time, we recommend you read the instructions on how to use the site and interpret your reports. To do this, go to the drop-down menu arrow next to the 'Home' button (top menu bar), and click on 'Help'.

## Key features of the package

Once registered, you will have an unlimited number of attempts at each type of test available to you. You will receive a detailed report following completion of each test, which includes information on: how well you did, strengths and development areas, and advice on how to improve your performance.

You will be able to look at step-by-step solutions to any questions you got incorrect, to help you to see where you went wrong. You can also return to your reports in the future and monitor your performance as you progress through the tests. Other useful features are the 'Video Tutorials' which provide advice on preparing for tests, and how to perform different types of calculations for numerical tests, plus the 'Knowledge Hub' at the bottom of the screen with links to lots of useful information on testing.

If you have any technical problems in accessing and using this system, please e-mail Graduates First via [enquiry@graduatesfirst.com](mailto:enquiry@graduatesfirst.com) (Note: The Careers Service will not be able to help you with technical issues).

*Adapted from resources developed by the Careers Services of Loughborough University and Salford University*

