

# Student Guide to Graduates First

Graduates**First**

## Instructions for using the Graduates First Psychometric Test Portal

You may find it easiest to print these instructions off before using the Graduates First site. You can also use the hyperlinks in this online document to enter and use the test site.

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

1. Visit the Sheffield Hallam University portal on the Graduates First test site using the following link and click register:  
<https://www.graduatesfirst.com/university-career-services/shu/>
2. Complete ALL the registration details: You will need to use your Sheffield Hallam e-mail address.
3. Tick one of the options on each of the drop-down biographical details boxes (avoid using the option “do not wish to answer” where possible).
4. Tick the “I agree to the terms and conditions” box.
5. Click on “Register”. You should receive an e-mail confirming your log-in details and giving a link to “confirm your email address”. This activates your account.

Sheffield  
Hallam  
University

Use your university email address to register for free aptitude tests offered by your University Career Services.

REGISTER

LOGIN



### Using the practice tests

1. Use the unique Sheffield Hallam University Graduates First URL each time you visit the Graduates First site  
<https://www.graduatesfirst.com/university-career-services/shu/>
2. To access the practice tests you will need to enter your Username and Password and press “Sign In”.
3. On the first time you visit the page containing the links to the practice tests, we recommend you visit “Help” for detailed instructions on how to use the site and interpret your reports.

### Key features of the package

1. Once registered, you will see 21 free test sessions available to you. 7 numerical, 7 verbal, 7 logical reasoning plus personality, video interviewing, game-based and situational judgement assessments. You can retake the assessments as many times as you like and track your progress.
2. You will receive a detailed report immediately after each test. This report includes feedback on: “how well did you do?” “Strengths and development areas” and “how to improve your performance”.
3. A really useful feature of the package is that you will be able to look at step-by-step solutions to any questions you got incorrect to see where you went wrong by clicking on the “x” in your answer.
4. You will be able to come back into the site to re-visit reports and repeat all the tests.
5. The “Useful Links” section at the bottom of the Graduates First page contains links to lots of useful information on types of tests, how they are scored, different test publishers etc. Please note: clicking on any of these links will open a new window, taking you out of the Sheffield Hallam branded site to a page with links to other tests that you have to pay for (you should not need to use these).
6. If you have any technical problems in accessing and using this system, please e-mail Graduates First:  
[enquiry@graduatesfirst.com](mailto:enquiry@graduatesfirst.com) (The Careers and Employability Service will not be able to help you with technical issues).

### Further information and advice

Advisers from the Careers and Employability Service can help you to interpret your reports and support you in your preparation for recruitment tests. Our Careers Central website contains a range of information on other psychometric assessments.