



CALIFORNIAN PSYCHOLOGICAL INVENTORY

The Californian Psychological Inventory (CPI) is a very robust and well-researched personality questionnaire. There is no time limit, however, most people take 45-60 minutes to complete it.

- ◆ When completing the CPI questionnaire, you need to indicate whether you believe a number of statements about you are either “True” or “False”.
- ◆ Do not think too long or too hard about each question but try to go with the first thing that comes into your head. Try not to over analyse what any one question is trying to measure.
- ◆ The CPI was developed in the United States and it does include some American references and items which you have the option to leave unanswered if you are unsure.
- ◆ We will be using a New Zealand business norm group for comparative purposes and have used it very successfully in NZ for many years.

CPI ON-LINE INSTRUCTIONS

VERY IMPORTANT: For this site to function properly, your Internet browser must meet the **minimum requirements** of Microsoft® Internet Explorer Version 5.5 or Firefox® 2 (or later versions), running on Microsoft® Windows 2000 or Windows XP operating system. Please contact us if you do not know how to work out your browser version or operating system version.

When you click on the link at the end of these instructions, you will need to follow these instructions, you may want to print them as a reference:

1. If Security Alert window opens, “click” yes that the site is safe
2. Enter your login: (sent in an email sent to you)
3. Enter your password: (sent in an email sent to you)
4. Leave the **ID code** blank or empty
5. Click on the Log-in button
6. You will now be logged on to the website where there are some further instructions to read
7. Pick the assessment CPI and click begin
8. The batch name should be WEBBATCH, if not select WEBWATCH from pull down menu
9. You will then need to add your name, gender and the test maker will ask some demographic questions about you, **which are optional**, the click Continue
10. Take the test as instructed, remember to be honest and you can leave up to 8 items unanswered, if you want to.
11. Ideally you should sit the assessment in one sitting, however if you are part way through and cannot for any reason finish the assessment, you have an button at the bottom of the screen

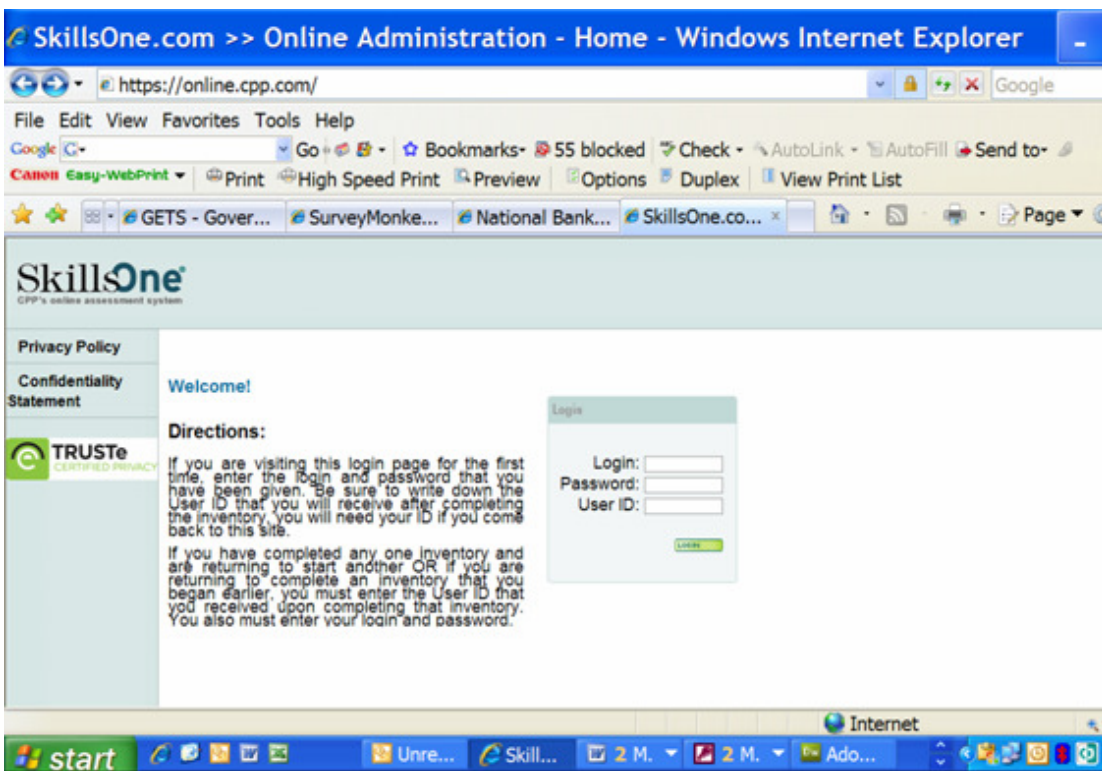


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that says “save and complete later”. If you click this your answers will be saved and you will be issued with a User ID. Write this down, as you will need this along with your log-on and password (from before) to log back on to complete it at another time.

12. Upon completing the test you will need to submit your answers, **wait** until the system tells you the test has been submitted successfully, otherwise your results could be potentially be lost.

The log-on screen should look like below:



NOTE: Very occasionally we have had people have issues with this website saving their responses. If you have issues check your computer has the minimum browser and operating system requirements. If you are still having problems with the site saving your responses after each page, we recommend you click on the “save and complete” later button at the bottom of the page every few questions, say 20 or so, as this will make sure that your responses are being saved (a confirmation page should appear, indicating your UserID number, write this down as you can use this to log-on again if you have issues.

In addition, should you experience problems we ask that you email us the following in order to help the site’s developers solve the issue longer term:

- ◆ Your User ID (if you get one, when you go to save)
- ◆ Operating System used
- ◆ Web Browser Used, including version number



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