

A Guide to the Job Opportunities Assessment for the Australian Defence Force

Welcome to the Australian Defence Force (ADF) Job Opportunities Assessment (JOA) Guide. Here you will find all the information you need to complete the JOA as part of your ADF application process.

What is the JOA and why does the ADF use it?

The JOA provides a measure of critical thinking and reasoning ability, which predicts how well someone will acquire, organise, retain and apply information in the military environment. The JOA is used by the ADF to identify what a person is capable of and match the person to ADF jobs that would best suit their abilities.

Can I prepare for the JOA? Should I study or practice for it?

The JOA measures abilities that do not require specific knowledge, so there is no need to study to prepare. To help you do your best, here are our Top Tips for completing the JOA:

Top Tip #1 – No need to study before completing the JOA.

The assessment is designed to assess your natural abilities and does not assess knowledge you learned through school or study. Before you begin the JOA, you will be provided with detailed instructions, and the opportunity to complete practice questions to familiarise yourself with the process.

There are example questions at the end of this document to help you become familiar with the question types and format.

Top Tip #2 – Make sure you complete the JOA when you feel your best.

It is important you are well rested, comfortable and in an environment that is free from distractions. Turn your phone off and find a quiet place away from distractions.

Top Tip #3 – Do not seek or accept help from others when answering questions.

It is important to answer independently and truthfully so we can find you roles that are best suited to your strengths.

If you choose to complete the JOA online, you may be required to complete a similar assessment under supervised conditions at an ADF Careers Centre to verify your online JOA results. If the ADF suspects you may have had outside help in completing an assessment, it could impact your application.

Top Tip #4 – Do not access your unique JOA link until you are ready to complete the assessment in full.

Do not access the JOA link until you feel ready to complete the assessment and have 30 minutes to complete it. If you complete the JOA on an unsupported device, the link will not work and a new link will need to be sent to you.

How will I access the JOA?

Once you have started the application process, we will email you a unique link, allowing you to complete the assessment online. To complete the assessment, you will need the following:

- laptop or desktop (mobile phones and iPads are not supported)
- internet connection
- supported web browser: Google Chrome; Microsoft Edge; Mozilla Firefox; or Safari
- ensure pop-up blockers are disabled (turned off)

Please do **not** click outside your browser once you've begun the assessment as this may cause an error message to appear.

If you do not have a device that meets these requirements, you can complete the JOA at your nearest ADF Careers Centre. Please contact 13 19 01 to make an appointment.

What can I expect when completing the JOA?

When you first click on your unique link, you will be directed to a *Welcome to the ADF Careers testing platform page*. Click on *Continue*, accept the *Terms of Use and Privacy Statement* and continue to the *online assessment*.

You will then be asked to ensure that for the duration of the assessment, you are:

- comfortable, relaxed and well rested.
- wearing any required glasses or contact lenses.
- free from distractions such as phone calls, interruptions and other people.
- not suffering from any temporary illness or condition that would prevent you from doing your best on the assessment.
- not receiving help from others when answering questions.
- being honest and accurate.

Assessment Format

Make sure that you read all the instructions carefully before attempting to answer the questions.

Before you start the assessment, you will be provided with 10 minutes of practice questions which includes 5 cognitive ability example questions.

You will then be directed to the official assessment. You will have 20 minutes to complete as many questions as possible. The assessment itself has 51 questions, which include numerical, verbal and abstract reasoning items.

The goal is to complete **as many questions as possible** within the given timeframe. It is very rare for people to complete all 51 questions in this time. You need to answer questions as fast and accurately as possible. We recommend you focus on answering questions you feel confident about first, and then returning to the remaining questions if you have time.

How can I do my best?

Firstly, make sure that you have read our 'Top Tips' for completing the JOA and have the correct IT set-up. The following advice may also help:

- Take your time during the practice questions and use that time to get familiar with navigating through the assessment.
- Read each question or instruction carefully.
- Work as quickly and as accurately as you can. Do not spend too much time on any one question.
- Focus on answering questions you feel confident about first, then attempt the remaining questions if you have time. You can always 'flag' questions you may be having difficulty with and return to them later.
- For the multiple-choice items, pay attention to how many answers the question asks for and make sure you read all possible answers before selecting your response.

What happens after I complete the JOA?

You will be contacted by one of our team members and asked to nominate a preferred time to meet with a Military Recruiter. Once a time has been confirmed, you will receive an email from ADF Careers regarding the outcome of your assessment. This is your personalised Job Opportunities Report (JOR).

Other Frequently Asked Questions:

1. What should I do if the link does not work or my JOA invitation has expired?

If you have any issues accessing the link or the assessment, please call 13 19 01 for assistance. Lines are open 8:00am to 9:30pm weekdays and 8:00am to 7:00pm on Saturdays Australian Eastern Standard Time (AEST).

2. What if I get into the JOA but I have problems?

If you have any issues completing the JOA, please call 13 19 01 for assistance. Lines are open 8:00am to 9:30pm weekdays and 8:00am to 7:00pm on Saturdays AEST.

3. How many times can I take the JOA?

You will be allowed to attempt the JOA three (3) times, and there is a minimum waiting period of six (6) months between each attempt. Beyond this, no further attempts will be allowed unless the ADF believes there are valid reasons for doing so.

4. Why can't I take the JOA again?

The ADF applies a six-month re-test period with the JOA to ensure that all candidates have an equal opportunity to perform and reduce any potential practice effects.

If you have completed the JOA 3 times and believe you have a valid reason the ADF should allow you to undertake the assessment again, please call 13 19 01.

5. What can I do if the job/s I'm interested in aren't on my Job Opportunities Report (JOR)?

If you did not meet the requirements for your desired role, your Military Recruiter may be able to assist you to identify other jobs you might be interested in.

6. I'm in Year 11 of High School and interested in going to ADFA – when should I take the JOA?

The short answer is that there is no bad time to take the JOA. However, if you complete the JOA when you're in the first semester of Year 11, and you don't 'unlock' Officer Entry on your first attempt, you will still be able to re-attempt the JOA the following year or when the 6-month retest period expires.

7. I've found websites/courses guaranteeing that I will perform well on the JOA if I use their preparation service – should I use them?

The short answer is no - we strongly suggest you do not access other practice websites. The JOA does not require practice or study because it assesses your natural abilities, meaning that these preparation services are not likely to have an impact.

Note that the ADF is not involved with any commercial preparation websites or courses, and does not recommend or endorse any course or website offering to prepare you for entry to the ADF.

Online Job Opportunity Assessment – Example Questions

Before you start the JOA, review this set of example questions. They will give you a good feel for the types of questions that we use, and how they will look on your screen.

Question Status

1 2 3 4 5

☐ Not answered
☐ Answered
☐ Flagged

Timer
10 minutes remaining

Exit

Cognitive Ability Test - Example Questions

Question 2 of 5

What is the missing number that should take the place of the question mark?

?	7	10
6	9	...
8	...	14

Type your answer here:

Previous QuestionFlag QuestionShow Answer

Question Status

1 2 3 4 5

☐ Not answered
☐ Answered
☐ Flagged

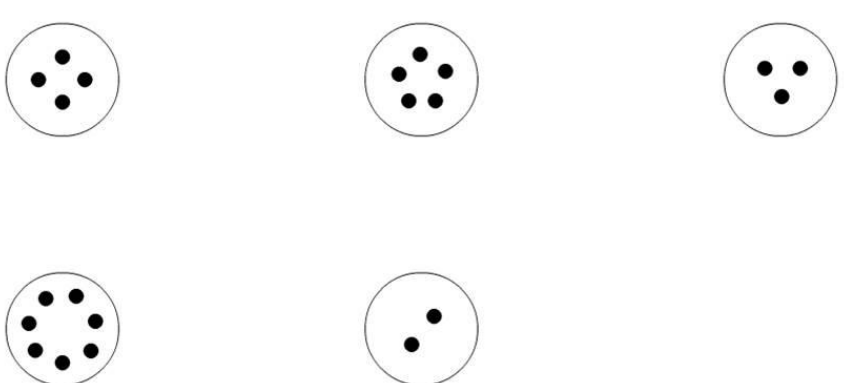
Timer
10 minutes remaining

Exit

Cognitive Ability Test - Example Questions

Question 3 of 5

Which two of the five items do not belong with the others?



Previous QuestionFlag QuestionShow Answer

Question Status

1 2 3 4 5

☐ Not answered

☒ Answered

☐ Flagged

Cognitive Ability Test - Example Questions

Question 4 of 5

Which two statements together PROVE that Megan has brown hair?

☐ Megan likes long hair

☐ Megan's hair is not blonde

☐ Jane has long hair

☐ The only hair that Jane likes is brown

☐ Jane likes the colour of Megan's hair

Timer

9 minutes remaining

Exit

Previous Question

Flag Question

Show Answer

Question Status

1 2 3 4 5

☐ Not answered

☒ Answered

☐ Flagged

Cognitive Ability Test - Example Questions

Question 5 of 5

Which two of the six items do not belong with the others?









Timer

9 minutes remaining

Exit

Previous Question

Flag Question

Show Answer

Question Status

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51					

☐ Not answered
☐ Answered
☐ Flagged

Timer

20 minutes remaining

[Exit](#)

Cognitive Ability Test
Question 2 of 51

What is the missing number that should take the place of the question mark?

7 14 14 ? 21 28 28

Type your answer here:

[< Previous Question](#)
[Flag Question](#)
[Next Question >](#)

Question Status

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51					

☐ Not answered
☐ Answered
☐ Flagged

Timer

20 minutes remaining

[Exit](#)

Cognitive Ability Test
Question 5 of 51

Abby has cycled 70 kilometres on her bike at an average speed of 20 kilometres per hour. How many hours has Abby been cycling for?

Type your answer here: hours

[< Previous Question](#)
[Flag Question](#)
[Next Question >](#)