



Employee Assessment Division

Results You Can Depend On

Skills Assessments



Skills Assessments

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Skills Assessment



Software Testing

State-of-the-art software testing simulations, to test candidates on today's top office software.

Tests Include:

Microsoft Office Version

(Including Access, Excel, PowerPoint, & Word at Basic, Standard, and Advanced levels):

Office 2007

Office 2003

Office 2002

Office 2000

Office 97

Excel Functions

Front Page (2002, 2003)

Internet Explorer (7, 6, and 5)

Lotus 1-2-3

Lotus AmiPro 3.0

Lotus Freelance 97

Lotus Notes 7.0 End User

Lotus WordPro

Outlook (2007, 2003, 2002, and 2000)

Project (2002, 2003, 2007)

Publisher 2003

Windows (Vista, XP, and 2000)

WordPerfect

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Basic Skills Tests

Essentials tests such as our Microsoft Office test suite measure basic-level understanding of important software and clerical skills.

Tests Include:

- Essentials – Word 2003, 2002, or 2000 versions
- Essentials – Excel 2003, 2002, or 2000 versions
- Essentials – PowerPoint 2003, 2002, or 2000 versions
- Essentials – Access 2003, 2002, or 2000 versions
- Essentials – Grammar Essentials – Math
- Essentials – Vocabulary
- Essentials - Spelling
- Essentials – Computer Literacy

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Finance and Accounting Tests

Accounting and Finance Assessments help evaluate key competencies in accounting and bookkeeping, bank teller skills, collections, and financial management. Accounting tests will assess knowledge of accounts receivable and accounts payable, as well as abilities with popular accounting software such as Peachtree and QuickBooks. Tests will also measure accounting office work skills such as typing, audio transcription and language skills.

Tests Include:

Accounting:

Accountant
Accounting and Bookkeeping
Accounting and Bookkeeping (Canada)
Accounts Payable
Accounts Receivable
Advanced Accounting
Bookkeeper
Business Documents
Cost Accounting
Credits and Debits
Financial Statements
Forms and Journal
Inventory Depreciation
Math Skills
Payroll
Taxes
Terminology
Peachtree Accounting

QuickBooks Accounting
Transcription - Accounting
Read Response - Accounting
Shorthand – Accounting
Spelling - Business
Spelling -Accounting/Bookkeeping
Typing Test - Accounting
Typing Test – Banking and Finance
Data Entry (Checks and Decimals)
Bank Teller – Money Handling
Bank Teller – Teller Knowledge

Finance:

Consumer Finance
Credit and Collections
Financial Analysis
Financial Management
Financial Knowledge
Insurance
Health Insurance

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Legal Tests to Typing Tests

Legal Assessments will evaluate legal professionals in important areas such as legal research, litigation, general legal knowledge and can also assess legal office skills such as typing, audio transcription and legal terminology.

Tests Include:

Legal:

Commercial Law

Criminal Law

Documents

General Law

Labor Law

Legal Assistant

Legal Assistant (Advanced)

Litigation

Medical Law

Property Law

Research

Terminology

DeltaView (2.81) – Advanced Admin.

DeltaView (2.81) Express

Audio Transcription – Legal

Read/Response – Legal

Shorthand - Legal

Spelling – Legal

Transcription – Legal

Typing Tests - Legal

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Computer Aptitude Testing - Software Testing

Performance-based and knowledge-based Digital Literacy tests to assess basic understanding of all aspects of computing and the Internet, including hardware, software, networks, e-mail and Internet browsing.

Tests Include:

Digital Literacy 2008 – Computing

Digital Literacy 2008 – Internet

Digital Literacy 2008– Software Skills

Basic Computer Literacy

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IT Skills Assessment Tests

Measure critical skills for programmers and IT professionals. IT Assessments will measure the most important programming languages and information technology systems.

Tests Include:

C - Entry Level

C++ - Entry Level

PERL - Entry Level

Java - Entry Level

HTML - Entry Level

Lotus Notes - Administrator

Lotus Notes - End User

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Office Clerical Testing

Evaluate critical office and clerical skills, including business English and math, typing, data entry, filing and coding, as well as telephone and office management skills. Use clerical tests to determine the proficiencies of your potential new hires.

Typing, Transcription, and Data Entry Tests

Measure general speed and accuracy in typing, data entry, audio transcription and shorthand or use tests specific to accounting, legal or medical office staff.

Tests Include:

Audio Transcription

Checking:

Standard

Names

Numbers

Coding:

Standard

Letters

Numbers

Customer Service

Data Entry Test – Alphanumeric

Data Entry Test – Alphanumeric (Canada)

Data Entry Test – Numeric

Filing (Standard, Names, Numbers)

Grammar (Business, General)

Letter Setup

Math – General

Office Manager

Proofreading

Reading Comprehension

Receptionist Skills

Secretarial Skills

Shorthand (Audio)

Spelling:

Business

General

Accounting

Geography

Legal

Medical

Telephone Skills

Telephone Message Taking

Ten Key

Typing Test

Vocabulary:

Business

General

Accounting

Legal

Medical

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Medical Office Tests

Assess understanding of critical concepts and terminology for more than a dozen different medical disciplines. Also assess the knowledge and skills of those working in hospitals, insurance firms and other medical environments with tests on medical billing and medical coding, as well as typing, transcription, language and other medical office skills.

Tests Include:

Medical Secretary
Medical Insurance

Medical:

Abbreviations
Cardiovascular
Dental
Endocrine
Gastrointestinal
Integumentary
Medical Insurance
Musculoskeletal
Neurological
Oncological
Ophthalmological
Otolaryngology
Pediatric
Pharmacological

Medical:

Prefixes/Suffixes
Psychiatric
Medical Records Admin.
Respiratory
Urogenital
Medical Billing – Entry Level
Medical Billing – Standard
Medical Billing – Forms
Medical Coding – Standard
Typing Test – Medical
Audio Transcription – Medical
Shorthand (Audio) – Medical
Spelling – Medical
Vocabulary – Medical
HIPAA Compliance - Medical

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Industrial Skills Assessment

Test essential industrial skills such as pick and pack, count and stack, basic math, shop math and more. Industrial skills assessment tests will also offer general knowledge testing in critical industrial areas such as forklift operation, safety, warehouse shipping and receiving, as well as industrial disciplines including construction, automotive, plumbing and electrical work.

Tests Include:

Industrial Safety:

Fire/Personnel
HAZMAT (US)
HAZMAT (Canada)
Warehouse/Vehicles

Industrial Skills:

Automotive
Construction
Industrial Math
Machines
Metalworking
Plumbing
Reading Comprehension
Assessment – Electrical
Assessment – Woodworking

Light Industrial:

Forklift
Assembly
Basic Math
Count & Stack
Inspection
Language Skills
Math and Reasoning
Pick and Pack
Ruler-English
Ruler-Metric
Safety
Shipping & Receiving
Shop Math
Units & Conversion

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Retail Sales Aptitude Tests

Retail Sales Assessments and aptitude tests will measure knowledge and skills required for effective retail sales work with tests based on standards established by the National Retail Foundation for the National Skills Standards Board.

Tests Include:

- Retail Sales - Inventory Coding
- Retail Sales - Customer Service
- Retail Sales - Learning Products
- Retail Sales - Retail Math
- Retail Sales - Retail Reading
- Retail Sales - Store Security
- Retail Sales - Sales & Promotion
- Retail Sales - Inventory Sorting
- Retail Sales - Employee Teamwork

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Staffing and HR Knowledge Tests for Employment Screening

Staffing and HR Knowledge Assessments will determine your HR or staffing consultant's knowledge and skills in recruiting, sales, operations, management and training, as well as their understanding of compliance with employment rules, regulations and laws.

Tests Include:

Staffing:

Benefits and Eligibility
Benefits Quick Assessment
CPC Certification Prep
CTS Certification Prep
HR Generalist
HR Generalist Quick Assessment
HR Legal
HR Legal Quick Assessment

Staffing:

Interview Quick Assessment
Interviewing and Screening
Operations Quick Assessment
Temp Services Generalist
Temp Services Legal
Temp Services Legal Quick Assessment
Temp Services Quick Assessment

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Call Center Assessments - Data Entry & Customer Service Tests

Call Center Assessment will measure customer service skills and sales ability using realistic simulations of call center scenarios. Data entry tests and customer service skill tests measure the proficiencies of your potential new hires, ensuring quality customer interactions.

Tests Include:

Call Center:

- Coding
- Data Analysis
- Sales
- Service
- Sales Scenarios
- Customer Service Scenarios
- Service
- Telephone Skills
- Banking Scenarios
- Audio Customer Service Scenarios
- Audio Sales Scenarios
- Audio Data Entry
- Data Entry – Sales (Leads)
- Data Entry – Sales (Orders)
- Postal Codes
- Postal Codes – Audio

Spelling:

- Audio
- Geography
- International Geography (Audio)
- US Geography (Audio)

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Nursing Tests

Nursing Assessments will provide a full range of nursing tests covering critical care, intensive care, pediatrics, psychiatric nursing and more.

Tests Include:

Nursing:

Certified Nurse Assistant (CNA)

Clinical Radiology

Critical Care

Critical Care Scenarios

Dosage Calculations

Medication Scenarios

Emergency Room

Labor and Delivery

Nursing:

Medical Coding (ICD-9-CM)

Medical/Surgical

Neonatal ICU

Osteoporosis Terminology

Pediatric

Psychiatric

HIPAA Compliance

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Food Services Aptitude Testing

Food Service job aptitude test will screen applicants on the basics of food hygiene, food storage and disease prevention, and test for specific knowledge of clinical nutrition, world cuisine and food preparation techniques.

Tests Include:

- Food Service – Bar Manager/Bartender
- Food Service - General Knowledge
- Food Service - Nutrition
- Food Service - Preparation
- Food Service - Sanitation
- Food Service – Wait staff
- Food Service – Wine Terminology