

Assessment for Business

Your Guide to Employee Assessments

**360-degree Evaluations
Aptitude & Skills Testing
Personality & Employee Inventories
Pre-employment Assessments**

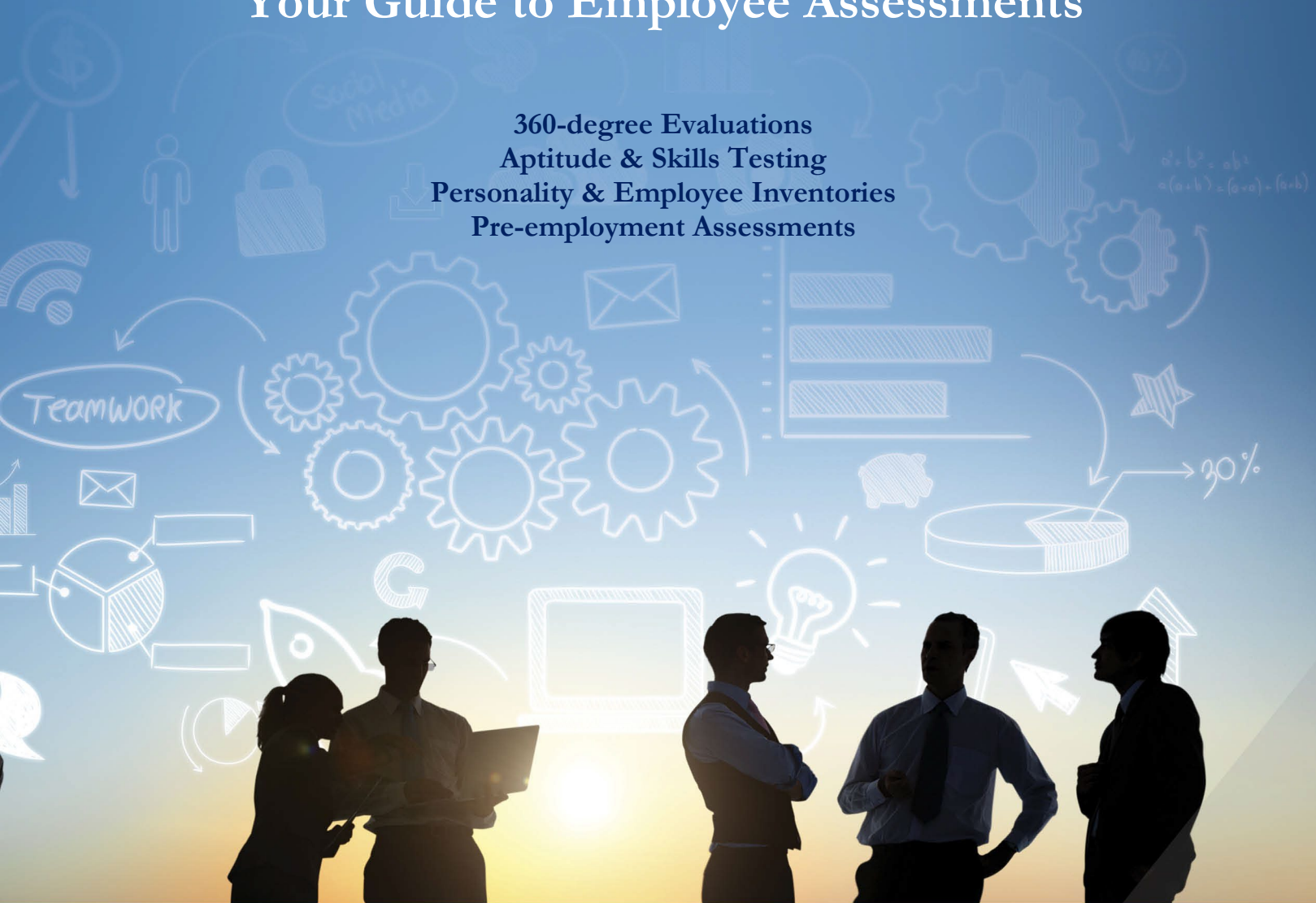


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360° Evaluations

Multi-rater assessments collect feedback for the participant based on peer and supervisor ratings and includes self assessment.

360° Leadership Navigator® for Corporate Leaders

This is a managerial 360° feedback instrument that measures the leadership skills that are most relevant in today's organizations. It provides for in-depth feedback on a manager's workplace behavior based on eight competencies: Business Focus • Develops Talent • Inclusiveness • Acts with Integrity • Results Orientation • Customer Focus • Team Leadership • Communication Skills

360° Leadership Navigator® for Executives

This is a 360° feedback instrument that measures the leadership skills that are most relevant for executives in today's organizations. It is designed to assess leadership behavior for senior-level executives. It provides for in-depth feedback on a leaders workplace behavior based on 12 competencies, grouped into two dimensions:

Organizational Leadership: Strategic Management
Mission, Vision, Values • Decision Making • Industry Knowledge • Financial Management •
Influencing & Negotiating

Leading People: Developing Talent • Delegation •
Motivating Top Performance • Communication •
Teamwork • Integrity

Individual Development Survey (IDS)

The IDS is a 360° feedback instrument that focuses upon the behavioral and personality characteristics that have an impact upon work functioning. It is well suited for corporate training and development programs and measures an individual's skills on 11 competency sets: Initiative/ Risk Taking • Teamwork • Creativity/Innovation • Personal Integrity • Technical Competency • Diversity • Planning/Execution • Communicating • Mentoring • Problem Solving/Decisions • Quality of Results

Influence with Impact

This assessment examines a leader's ability to gain the support and cooperation of others. It is for anyone who works on a team, needs to work across organizational boundaries, or needs to gain the cooperation of people over whom they have no direct authority, focuses on the behaviors used by the most effective influencers. The Influencing model includes 11 influence tactics: Rational • Persuasion • Inspirational Appeals Consultation • Collaboration • Apprising • Ingratiation • Personal Appeals • Exchange • Tactics • Coalition Tactics • Pressure

Genos Emotional Intelligence Inventory

This assessment is designed for developmental purposes, that measures emotionally intelligent workplace behaviors that underlie success in protective services roles. It measures: Self- Awareness • Awareness of Others • Authenticity Emotional Reasoning • Self-Management • Positive Influence

Leadership Agility Profile™

The Agile Model® focuses on an individual's (and organization's) ability to respond effectively to unpredictable shifts in marketplace demands and changes in the environment. It measures: Anticipate Change • Generate Confidence • Initiate Action • Liberate Thinking • Evaluate Results

Leadership Assessment Survey

This instrument focuses upon an individual's leadership skills and abilities. The LAS is a powerful 360° multi-rater instrument for managerial and leadership development programs. Repeated administrations can serve as a professional benchmarking tool for the participant. The LAS measures an individual's leadership on 16 competency sets: Initiative/Risk Taking • Motivating • Quality of Results • Vision • Problem Solving/Decisions Delegating • Diversity • Planning/Goal Setting • Technical Competency • Communicating • Coaching • Personal integrity • Teamwork • Empowerment • Creative/Innovation

Leading from a Distance

This is a multi-rater instrument specifically designed to measure a leader's ability to manage a virtual, or remote, team. The participant, managers, team members, and stakeholders complete ratings on a 5-point scale and also have the opportunity to provide open-ended written comments. The assessment is grounded in the RAMP Model (Relationships, Accountability, Motivation, and Purpose and Process). It is designed to provide practical steps to accelerate performance for virtual teams and their leaders

Management-Leadership Practices Inventory (MLPI)

This instrument assesses a supervisor's management and leadership skills. It is based on ratings of skills rather than personality characteristics and permits self-ratings in addition to those of employees, peers, and supervisors. It is well suited for executive coaching, individual development assessments, and training. It also can be used to identify training needs as well as an outcome measure after training. The MLPI provides objective feedback on 20 key factors that are grouped into three categories:

Management Practices: Planning • Performance Standards • Evaluating Performance • Delegation • Goal Setting • Technical Expertise • Coaching • Facilitating Change • Recognition

Interpersonal Style: Directive • Participative • Approachable

Leadership Practices: Communication • Strategy • Empowering Employees • Teamwork • Resourcefulness • Trust • Decisiveness • Self-Confidence

Professional Communication Inventory (PCI)

This instrument assesses an individual's communication abilities. The PCI is based on ratings of skills rather than personality characteristics. The PCI is an instrument well-suited for coaching, individual development assessments, and training in situations where communication and relationship skills are important. It also can be used as an outcome measure after training. The PCI provides objective feedback about a manager's behavior on twelve key factors that are grouped into two categories:

Communication Skills: Speaking • Presenting to Groups • Listening • Conducting Meetings • Writing

Relationship Skills: Approachability/Acceptance • Trust • Flexibility • Support • Influencing Others • Technical Expertise • Cooperation

Team Practices Inventory (TPI)

The TPI is designed for use with groups in which teamwork is essential. It is designed especially for team assessments, identification of training needs and as an outcome measure after team development and training projects. The TPI provides objective feedback about how a team functions on fourteen key factors that are recognized as essential to effective group performance: Goal Clarity • Structure • Cooperation • Role Clarity • Support • Trust • Energy/Accomplishment • Communication • Competence • Standards • Commitment • Recognition • Influence • Leadership



Accounting, Financial & Banking

From Bank Teller to Accountant, measure your candidates' knowledge of all facets of bookkeeping and finance.

Advanced Accounting

This test contains questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.

Auditing

This test covers auditing duties in the development, examination, review, and analysis of accounting records. It also covers field audits for organizations to assure accounts and other records are in compliance. This assessment is appropriate for candidates that have entry level to one year experience as an auditor.

Bank Teller Skills

This skills evaluation was designed for bank teller candidates with varying levels of experience, from basic teller skills to advanced banking product knowledge. The subject matter covered by this exam is predominately technical, including knowledge of transaction processing, proper identification, teller accounting, government regulations in the banking industry, bank product knowledge and terminology. The majority of the questions are answerable by candidates with about 1 year of teller experience, while the remaining minority of the questions should distinguish the more experienced candidates.

Basic Bank Teller Skills

This test is aimed at assessing the skill level of an early-career (less than two years experience) bank teller. The test addresses most aspects of banking including money recognition, customer privacy, basic math, and communication. Assessments for Bank Teller Skills (aimed at mid-career bank tellers with 2+ years experience) and Basic Arithmetic are also available.

Bookkeeping Professional

Measures the test taker's capabilities as a full-charge Bookkeeper. The candidate should be able to pay bills, track receivables, process payroll in full, post journal entries, and maintain a company's books and basic financial statements. Topics include: Accounting Principles, Accounts Payable/Coding, Accounts Receivable/Billing, Bank Reconciliation, Depreciation, Financial Statements, Payroll Posting, Closing, and Journal Entries

Budget Aide Skills

The aim of the Budget Aide Skills test is to assess the skill level of the test taker in traditional Budget Aide responsibilities. This test is geared toward those that have approximately one year of experience assisting a budget coordinator/ supervisor. The three main areas covered are Accounting Knowledge (vocabulary use, journal entries, and problem solving), Budget Knowledge (vocabulary use and problem solving), and Excel Spreadsheet Usage (equations).

Cash Handling

This test is designed to access a test taker's ability to recognize the various bills and coins of U.S. currency, to add and subtract using bills and coins, and to accurately make change. With this in mind, the assessment presents questions that focus primarily on using the least amount of bills and coins to make certain amounts, working with images depicting actual currency, and simple addition and subtraction. This assessment is appropriate for cashiers, retail associates, and bank tellers that frequently handle U.S. currency.

Financial and Banking Services

This is a multi-choice test that measures the knowledge of investment products, banking products, taxation and principles of macroeconomics.

Financial Management

This test is designed to assess various skill levels and competencies in the financial management of a company. The test is specifically geared towards assessing the skill level and basic knowledge of 1) financial markets and interest rates, 2) the financial management of working capital, 3) the determination of optimal capital structure and firm valuation, 4) accounting and controlling, 5) applying financial planning and decision support principles, and 6) understanding business combinations and restructurings. These are the concepts and areas of knowledge that the finance manager must deal with on a daily basis. The target audience would be those persons applying for managerial and staff positions in financial planning and analysis; financial and cost accounting (CFO, Controller, Accounting Manager) including managerial positions in receivables, payables and inventory; and treasury management/staff functions.

Financial Math

This test covers a variety of topics such as interest, ratios, banking, and basic arithmetic. This test is appropriate to administer to those who will be required to perform financial math on the job.

Purchasing Fundamentals

This test covers various aspects of the purchasing profession. Areas tested include understanding the purchasing function, working vocabulary, purchasing policies, inventory management, vendor management, negotiation skills, and technical skills. The test is appropriate for the test taker with one year of basic purchasing experience, but intermediate and advanced questions are included in order to give the test taker the opportunity to reveal advanced potential and skills. Ethics are an important aspect of purchasing and ethical test questions are included under the policy questions task set.

Also Available:

Accounting Terminology
Accounts Payable
Accounts Receivable
Budget Officer Skills
Business Income Tax
Casualty Insurance – Automobile
Commercial Banking Knowledge
Commercial Collections
Commercial Insurance Knowledge
Corporate Tax Accounting
Cost Accounting
Credit Analyst
Credit Management
Financial Analysis
Financial Spelling
General Ledger Accounting
Individual Income Tax
Loan Officer Skills
Loan Processing
Loan Underwriting Knowledge
Partnership Tax Accounting
Payroll Property Insurance
Property Management
Reconciliation
Title Insurance Knowledge

Aptitudes & Basic Skills

Evaluate candidates' ability to learn job-specific tasks while establishing a foundational benchmark through essential reading and math assessments to ensure a strong starting point for your workforce.

What is the difference between Aptitude and Basic Skill?

Aptitude is your natural ability to learn or perform something, while Basic Skills are the essential abilities you've learned and practiced.

Apprenticeship Battery

Many employers use this bundle of tests to screen for an apprentice. These assessments can be given individually and are commonly used for many other positions

Aptitude Tests

Abstract Reasoning

This test is a non-verbal measure of reasoning ability. It involves the ability to think logically and to perceive relationships in abstract figure patterns. Abstract reasoning is necessary for success in positions that require effective problem solving and decision-making, especially when nonverbal forms of information are involved.

Mechanical Reasoning

This test measures the ability to understand basic mechanical principles of machinery, tools, and motion. The items represent simple principles that involve reasoning rather than specialized knowledge or training.

Space Relations

This test measures the ability to visualize a three-dimensional object from a two dimensional pattern and to visualize how this object would look if rotated in space. It assesses the ability to "think in three dimensions."

Basic Skills Tests

Numerical Ability

This test is an assessment designed to test an individual's understanding of numerical relationships and facility in handling numerical concepts. It measures the ability to understand and work with ideas related to numbers.

Reading Comprehension

This test is designed to assess an individual's ability to understand written English. It is comprised of reading passages, each of which are followed by multiple choice items which require test takers to answer questions by applying understanding of what they have read.

Vocabulary

This test is designed to assess an individual's ability to use words in US English. It is comprised of multiple choice items which require the test taker to select the correct meaning of words in general use.

Algebra

This test is appropriate for test takers that have a strong understanding algebra with an emphasis on simplifying and solving equations. The test topics include basic algebra principles, linear equations, systems of equations and inequalities, exponents, monomials, polynomials, relations and quadratic equations, and rational expressions.

Analytical Skills

This test focuses on evaluating the cognitive skills that are traditionally considered analytical. Such skills include determining the next in a sequence, identifying differences, drawing comparisons, visualizing written cues, as well as delineating between linear relations.

Arithmetic

Developed to evaluate the ability to perform basic computations at various levels of difficulty. Covers the following areas: Ability to add, subtract, multiply and divide whole numbers and decimals • Calculate percentages • Solve simple formulas • Read tables and charts

Core Abilities Assessment

This assessment provides a brief measurement of cognitive and reasoning abilities and is designed to predict success across a broad range of entry to mid-level positions such as customer service representative, production, and frontline supervisor. Based upon a combination of items that tap verbal, numerical, and abstract reasoning skills, this assessment provides significant information about a candidate's ability to learn and perform on the job. It is useful for both screening and clarifying an individual's ability to learn and become a successful employee.

Elite Intellect Profile

This is an assessment of cognitive ability and measures the ability to be trained, solve problems, and comprehend complex relationships. Designed for selection, the test measures Verbal Reasoning • Mathematical and Logical Reasoning • Overall Mental Aptitude

Elite Skills Profile

This test is a general indicator of the individual's ability to perform the basic skills that underlie most entry-level through supervisory positions (i.e., math skills, attention to detail, grammar and basic writing ability).

Language Usage

This test is an assessment designed to measure the ability to detect errors in grammar, punctuation, and capitalization. The items reflect present-day formal writing and the ability to use English properly.

Logical Reasoning-Mathematical

This test focuses on evaluating deductive reasoning affiliated with mathematical concepts.

Math & Reasoning Skills

This test covers such topics as percentages, multiplication, fractions, word problems, patterns, and comparisons. This assessment would be appropriate to give to any person who needs to use math and/or reasoning skills on a regular basis.

Measurement, Reading & Arithmetic

This test contains a series of three tests in the areas of measurement, reading, & arithmetic. It was originally developed as a basic skills assessment for operating engineers.

Skills Profiler

This test assesses a job applicant's proficiency in several domains that are essential to work productivity and job success. It helps gauge a job candidate's ability to perform tasks such as problem solving, reasoning, analysis, and communicating. As a result, the Skills Profiler is a powerful tool for assessing the skills of job applicants for any position where these abilities are critical. It also provides a percentile score and brief narrative description for the areas of language skills, math and reasoning skills, attention to detail, vocabulary skills, and total skills profiler score

Watson-Glaser Critical Thinking Appraisal

Better Thinkers Make Better Business Decisions. Improve your hiring decisions and identify high-potential employees accurately and efficiently. This test measures overall critical thinking capability, based on an individual's ability to: Make Accurate Inferences • Recognize Assumptions • Properly Deduce • Interpret Information • Evaluate Argument

Business, Office & Communication

Measure the knowledge of your candidates in standard office procedures, ethics, writing, typing or time management.

Basic Office Skills

This test measures basic math and verbal skills. Topics include Basic Math (adding numbers, subtracting fractions), Business Math (business related word problems), Filing Skills (recognizing alphabetical order), Grammar, and Spelling. This test is designed for job candidates who need basic math and verbal skills in order to perform their job successfully.

Business Etiquette

This assessment addresses questions with regards to appropriate manners and behaviors in the workplace as well as professional environments. It is appropriate to administer the test to any applicant, from entry level to executive level, that is required to know appropriate business behaviors. Because business etiquette greatly affects an individual's career prospects as well as a company's reputation, this test is useful for both the test taker and the administrator. Topics covered in the test include Client Etiquette • Effective Communication • Professional Appearance • Social Communication • Telephone Etiquette • Office Ethics • Professional Correspondence.

DeGarmo Office Assistant Competency

This assessment is designed to measure a job candidate's compatibility with the elements associated with success as an office assistant. It is suited for use in selection and assesses an individual's fit with the office assistant profile. The most important competency performance drivers included are: Explaining Information • Multitasking • Quality Control • Conflict Resolution • Providing Assistance • Written Communication

Office Grammar and Spelling

This test measures the test taker's knowledge of spelling, sentence structure, punctuation, and word usage. This test is designed for job candidates who need verbal and written skills in order to perform a job successfully.

Office Skills Battery

This test is a series of four brief tests designed to measure basic office and clerical skills including analyzing, filing, math, and checking. This battery is well-suited for assessing the competencies of job applicants who will be performing clerical functions, especially secretaries, accounting clerks, file clerks, shipping and receiving clerks, and administrative assistants.

Office Management Skills

This test measures the candidate's ability to manage a business office. Designed for experienced professionals, this test covers the following topics: Interpersonal Communication • Administration • Organization • Clerical • Technology • Human Resources • Finance • Training & Development • Facility Management.

Also Available:

Business Writing

Data Entry 10 Key

Data Entry Alpha Numeric

Data Entry Inventory Database

Email Etiquette

Filing by Name

Following Verbal Instructions

Following Written Instructions

Internet Basics

Internet Research Skills

Mailroom Management Skills

Numeric Filing

Numeric Proofreading

Office Abbreviations

Office Filing Skill

Office Math Skills

Office Telephone Etiquette

Call Center

Measure the knowledge of your candidates' in standard office procedures, ethics, writing, typing or time management.

Call Center Customer Service Scenarios This test places a candidate in a simulation of a call center customer service environment and asks the candidate to interact with a customer to solve problems and provide information.

Call Center Customer Service Survey This test is designed to measure customer service orientation, knowledge of preferred customer service behaviors, and customer service practices as they pertain to the call center environment. Most questions have a best and second best answer, scoring 2 and 1 points respectively.

Call Center Environment [audio] This test measures the test taker's ability to process orders using call center software. Such skills include the ability to navigate call center software, order entry speed, order entry accuracy, the ability to answer caller questions and the ability to problem solve. The Call Center Environment test is appropriate to administer to those with as little as one year or as much as four years of experience in a call center.

Call Center Technical Support This test is intended for telephone based PC support technicians who help callers with technical issues. This test covers issues pertaining to Hardware, Windows, Difficult Users, Printing, and the Internet.

Call Center Telephone Etiquette This test covers and examines a general variety of skills, knowledge, and prior training for the Call Center Telephone professional. This assessment is focused on evaluating a trained customer service agent's communication skills along with their ability to recognize proper telephone etiquette, the best way to handle calls, department priorities, and the ability to provide first class customer service under any circumstances.

Easy Simulation for Contact Center Agents Employment

Technologies' job simulation for contact center agents is the ideal pre-employment assessment for hiring, onboarding, and retaining top-performing contact center talent. Based on real-life customer situations and compelling storylines, this award-winning simulation immerses job candidates in the challenging role of a contact center agent. By recreating the look and feel of the job, Easy Simulation for Contact Center Agents creates a fun test drive for candidates while delivering unparalleled accuracy in predicting job performance and success. The simulation uses a series of simulated customer calls to assess key competencies directly linked to job success.



Also Available:

Call Center 911 Operations
Call Center Consumer Collections
Call Center Data Entry
Call Center Inbound Sales Skills
Call Center Listening Skills
Call Center Math
Call Center Outbound Sales Skills
Call Center Retention
Call Center Spanish-English Bilingual Inbound
Call Center Selector Outbound
Call Center Selector Sales Indicator Assessment
Sales Selector
Service Associate Selector

Computer Software & Simulation

Determine your candidates' computer skills by choosing from a variety of software application assessments.

Adobe Acrobat

This test will determine a test taker's level of knowledge using Adobe Acrobat standard software for Windows. These questions ask about simple ways to create and share secure and reliable Adobe PDF documents. Test takers should know how to generate Adobe PDF files in a variety of ways and understand how to take advantage of tools for sharing information, commenting on electronic files, and creating PDF documents.

Adobe Dreamweaver

This test is designed to assess a test taker's ability to work with the more technical aspects of Dreamweaver. The assessment focuses on a number of topics including layouts, interface, designing, coding and HTML, CSS, and Web site testing. This assessment is appropriate for test takers with about a year of more of experience with Dreamweaver.

Adobe Illustrator

This test is designed to assess an entry level test taker's ability to understand and use Illustrator. The assessment focuses on a number of topics including drawing and coloring, transformations, type, tools, pathfinders and effects, the document environment, and printing. The test taker will also be evaluated on the use of effective methods in the creation of vector graphics as well as the understanding of the software environment.

Adobe InDesign

This test is designed to assess a test taker's basic knowledge and understanding of InDesign as well as terminology specific to the publishing field. Topics on this assessment include: Managing Pages • Text • Graphics • Objects • Formatting • Styles • Tables • Tools. This assessment is appropriate for test takers that have a year or more experience with Adobe InDesign.

Adobe Photoshop

The test is a broad general test for people with about one to two years of experience. The test would be appropriate for business owners who are screening potential employees for their skill level or for schools who need to know a student's proficiency for placement in classes. It tests users on their knowledge of using Adobe Bridge as well as working with layers, masks, selections, and tools. This assessment also deals with basic photo retouching work.

AutoCAD

This test evaluates a user's knowledge on a range of topics with an emphasis on the understanding and application of the various tools available and the functions they perform. Topics also include: Creating • Editing • Setting Up • Customizing • Viewing Drawings. This test is developed for candidates with a beginner to intermediate level of experience using AutoCAD.

Basic Computer Literacy

This test is designed to assess an individual's knowledge of basic computer skills. It is a performance-based assessment that allows test takers to answer questions by carrying out the tasks as they would on the software application but without needing to have the application itself installed.

Computer Literacy – Basic

This assessment is designed to measure the skills of a person familiar with some of the technical aspects of computer knowledge as well as knowledge generally known by users that covers terminology and practices associated with basic computer use. This test is ideal for the user with some understanding of how to keep a computer running at its optimal performance level, as well as fix basic computer problems. The test addresses simple computer troubleshooting and maintenance as well as the basics of navigating through Windows (2000, XP, and 7). Topics covered by this test include: Hardware • Software • Safety • The Internet • Windows.

Microsoft Excel

This test is designed to assess a user's knowledge of topics related to using Excel. It is a performance-based assessment that allows test takers to answer questions by carrying out the tasks as they would on the software application but without needing to have the application itself installed.

Microsoft Outlook

This test is designed to assess an user's knowledge of topics related to using Outlook. It is a performance-based assessment that allows test takers to answer questions by carrying out the tasks as they would on the software application but without needing to have the application itself installed.

Microsoft PowerPoint

This test is designed to assess an user's knowledge of topics related to using PowerPoint. It is a performance-based assessment that allows test takers to answer questions by carrying out the tasks as they would on the software application but without needing to have the application itself installed.

Microsoft Word

This test is designed to assess an intermediate user's knowledge of topics related to using Word. It is a performance-based assessment that allows test takers to answer questions by carrying out the tasks as they would on the software application but without needing to have the application itself installed.

Did you know?

We have Microsoft and other computer trainings for you and your employees.
Check out our Computer Technologies seminars at www.fvtc.edu/seminars.

Health & Dental

With the wide range of specialties in the Health and Dental fields, we can help you assess your candidates' knowledge in key areas such as terminology, symptoms, billing and coding.

Clinical Professional Career Battery

This test helps accelerate and improve hiring by quickly identifying individuals who possess the profile critical to success in today's fast moving and changing health care environment. The CPCB can be used as part of a process for hiring new employees in positions requiring clinical focus in health care organizations or as a way to place current employees into new or existing roles.

DeGarmo Registered Nurse Work Style

This assessment is designed to measure a job candidate's compatibility with the elements associated with success as a registered nurse. It is suited for use in selection and assesses an individual's fit with the registered nurse profile. The most important work style performance drivers includes: Attention to Detail • Integrity • Cooperation • Stress Tolerance • Dependability • Concern for Others

Dental Assistant

This assessment covers topics such as dental anatomy, dental procedures, dental assistant role, dental terminology, dental equipment knowledge, and general dental knowledge. This test is appropriate to administer to test takers with a year or more experience as a dental assistant.

Dental Hygienist

This assessment covers such topics as head and neck anatomy, oral pathology, medical history, periodontal, process of care, radiology, oral infections, dental equipment knowledge, proper diagnosis, therapies, and scenario-based problem solving. This test is appropriate to administer to experienced registered dental hygienists (RDH).

Elite Care Profile

This assessment is a general indicator of an individual's ability to engage in care-oriented behaviors and measures a wide range of characteristics that center around being kind and caring while exhibiting conscientious and compliant behaviors.

General Pharmaceutical Knowledge

This test covers patient records, pharmacy mathematics, patient counseling, prescription knowledge, prescription rules and regulations, and drug knowledge. The test is intended to be administered to those with at least one year of pharmaceutical experience in a community, hospital, nursing home, and/or LTC environment.

Healthcare Industry Terminology

This assessment tests the ability of a health care worker with at least one year's experience to recognize and identify abbreviations and terms used frequently in the health care field. Such topics covered in the exam are basic drug groups, common diseases, medical abbreviations, medical terminology, diseases, diagnosis, physical examinations, therapy, and various fields of medicine.

Healthcare Service Profile – Clinical

This assessment measures several competencies critical in a healthcare environment and focuses on the desire and ability to provide superior patient care. It is intended for individuals in clinical roles such as nurses and clinical technician positions.

LPN/LVN

This assessment covers topical areas, such as HIPAA regulations, clinical procedures, infection control and pharmacology. This test is appropriate for LPNs with at least one year of experience.

Medical Assistant - Basic

This test is designed for a person that works in a doctor's office or is a medical assistant. It is a test of basic knowledge of phone skills, universal precautions, taking of vital signs, infection control, patient information, and HIPAA understanding. The test taker with one year's experience should be able to answer the majority of the questions.

Medical Billing Knowledge

This test is designed to assess the test taker's knowledge of medical billing procedures. The questions focus on several broad categories: general knowledge, registration, claims management, payment management, denial management and managed care. Most questions are based on real-life situations often presented in medical practices.

Medical Claims Processing

This test covers a wide array of practical knowledge for today's medical examiner. It is appropriate to administer to medical examiners as well as people working in call centers in a medical setting. Included are such skills as paying or denying claims, ICD9 and CPT knowledge, workers compensation rules, hospital standards, and medical terminology.

Medical Office Personnel Skill

The candidate will be tested on their knowledge of the skills primarily used in a medical office setting. It covers current issues in the medical field such as HIPAA regulations and OSHA compliance. Professional conduct, patient assistance, general office duties, billing, and insurance knowledge are also topics that are tested.

Medical Receptionists

Designed to assess the knowledge of test takers concerning general medical terminology, insurance types, and patient management. This test is designed for entry level medical receptionists, secretaries, and administrative personnel. The topics covered include medical terminology, call forwarding, insurance terminology, and office management. This test is appropriate for entry level and intermediate medical receptionists.

Nurse Practitioner

Designed to test the level of understanding a nurse practitioner has of these aspects of professional practice, and to differentiate those with only a basic understanding from those with more in-depth clinical and scientific acumen. Topics include anatomy and physiology, pharmacology, regulatory issues, professional practice, and research.

Registered Nurse (RN)

This test is designed to assess the test taker's knowledge of diverse fields of nursing including maternity, psychiatric, pharmacology, pediatrics, and generic med-surg that will require the Registered Nurse to thinking abilities. This assessment is appropriate for registered nurses with a year or more experience but may also be applicable for test taker's currently studying to become a Registered Nurse.

Also Available:**Age Appropriate Testing****Biotech Lab Techniques****Bloodborne Pathogens – Infection Control****Cardiology and Diabetes Management****Cultural Diversity****Dermatology****Dosage Calculation****Gastrology****General Diseases****HIPAA****Medical Collections****Medical Records Coding****Medical Records Legal Issues****Medical Spelling****Medical Terminology****Nursing****Nursing Assistant****Occupational Therapy****Pharmaceutical Terminology****Pharmaceutics****Pharmacology****Phlebotomy****Physical Therapy****Physician Assistant****Radiologic Technologist****Respiratory Therapy****Surgical Technology**

Human Resources

Are your Human Resource candidates' and current employees well versed on the most recent requirements of the job? Let us help you find the answer.

Healthcare Benefits Knowledge

This test will identify the test takers understanding of frequently used healthcare terminology, their knowledge of established procedures and guidelines pertaining to eligibility, adds, changes, terminations. This test, will further challenge the test takers ability to identify healthcare products, the usage of benefits, and will also identify their level and ability to resolve billing, premium adjustments and discrepancies.

Human Resources Basics

This test will identify the test takers understanding of frequently used healthcare terminology, their knowledge of established procedures and guidelines pertaining to eligibility, adds, changes, terminations. This test, will further challenge the test takers ability to identify healthcare products, the usage of benefits, and will also identify their level and ability to resolve billing, premium adjustments and discrepancies.

Human Resource Benefits Knowledge

This test on Human Resources Benefits knowledge is appropriate for individuals that have at least a full year of experience. This assessment covers a variety of topics including payroll, labor and compensation issues, leaves with/without pay, employment laws and acts, and Medicare/Social Security/Federal Withholding Tax.

Interviewing and Hiring Concepts

The greatest commodity any company has is the people it employs and the customers it serves. Hiring the right people to do the job is the first battle in the war of competition. The first step in retaining and motivating employees is to develop a well thought-out, preferably, recruitment strategy. Those responsible for hiring must know the basics of interviewing, and should be fully aware of the company's employment policy and legal constraints. These statements are what this test aims to evaluate.



Leadership & Management

Determine if your candidate possesses the management style and leadership ability to best fit your team.

Applicant Profile Management

This assessment is an instrument designed to assess the competencies critical for entry- and mid-level managerial positions. It is comprised of multiple-choice biodata, problem solving, and situational judgment items. It is suited for use in selecting individuals who will be working in non-executive management roles.

DeGramo – High Potential Leadership This assessment is designed to provide insight into the candidate's unique approach to leading others and is centered around four crucial performance dimensions. The performance dimensions included are: Thinking Style • Motivation Style • Strategic Management Style • Interpersonal Style

DeGarmo – Manager Competency

This assessment is designed to measure a candidate's compatibility with the elements associated with success as a manager. Competency performance drivers included are: Long-term Strategizing • Analyzing Information • Decision Making • Idea Innovation • Active Communication • Goal Monitoring

DeGarmo – Senior Leader Competency

This assessment is designed to measure a job candidate's compatibility with the elements associated with success as a senior leader. It is suited for use in selection and assesses an individual's fit with the senior leader profile. Competency performance drivers included are: Money Management • Long-term Strategizing • Critical Thinking • Commercial Awareness • Idea Innovation • Resource Management

DeGarmo – Supervisor Competency

This assessment is designed to measure a job candidate's compatibility with the elements associated with success as a supervisor. It is suited for use in selection and assesses an individual's fit with the supervisor profile. Competency performance drivers included are: Supervising Others • Business Administration • Short-term Planning • Goal Monitoring • Quality Control • Conflict Resolution

Elite Manager Profile

This assessment is a general indicator of the individual's ability to lead and manage others. Adding the Elite Intellect Profile helps identify those who can also problem solve, learn and think quickly.

Management Development Questionnaire (MDQ)

This tool assesses the skills and competencies of managers and professional staff. It is based upon extensive research exploring the skills required to be a successful manager in today's economy and business climate. The MDQ is comprised of 160 short behavioral statements that the test taker rates on a five-point agree-disagree scale. While also suitable for selection, a major use of the MDQ is for staff development because it is designed to help managers better understand their strengths and weaknesses and identify areas for self-improvement. The MDQ can also be used to assess the self-perceptions of job candidates by providing feedback on those skills necessary for successful managerial performance.

Management Scenarios

This test of managerial judgement - an individual's ability to decide on effective ways of handling real life situations. It consists of hypothetical scenarios, each followed by several possible responses. Candidates rate the effectiveness of each response, using a 6-point scale, from highly undesirable to highly desirable. It can be used for recruitment, selection, training and development, performance management and coaching in a variety of functions and industries.

Legal

Measure your candidates' basic Legal knowledge.

Legal Assistant

This assessment is designed to verify the test taker's general knowledge of law practices. Topics covered on this assessment include legal definitions, contracts, agreements, litigation, torts, and ethical codes. This test is appropriate to administer to those intending to function as a Legal Assistant with at least one year of experience.

Legal Staff Skills

This test is geared towards those working in the litigation field as legal assistants or legal secretaries. The test covers basic responsibilities as well as knowledge of basic elements of the legal system. Topics on this assessment include legal knowledge, legal writing, software utilized, general legal office skills, and legal staff structure. This test is appropriate for test takers with a year or more experience.

Paralegal Skills

This test is designed for professionals that are currently working as paralegals. The aim of this test is to assess one's knowledge of the functions of a paralegal and the legal profession, contract law, tort law, legal writing, constitutional law, and legal research. This test is appropriate to administer to test takers with a year or more experience as a paralegal

Typing – Legal

This test measures the speed and accuracy of a user's typing. The test presents the user with a passage which he/she must type as accurately and quickly as he/she can. This test should be given to anyone whose typing speed needs to be measured.

Also Available:

Basic Litigation Knowledge

Commercial Law

Concordance

EEOC Compliance

Labor Law

Legal Abbreviations

Legal Documents

Legal Filing Skills

Legal Spelling

Legal Vocabulary

Medial Law

Property Law

Sexual Harassment



Personality

Identify Candidates who have the characteristics and behaviors needed for the job using personality assessments.

Applicant Risk Profiler (ARP)

This is an instrument designed to predict problematic employee behavior such as engaging in workplace aggression or bringing drugs or weapons to work. The ARP helps employers to maintain a safe workplace by assessing a job candidate's potential for harmful behavior. It is especially appropriate for applicants who will interact with customers and co-workers or will be responsible for company property, merchandise, or money. The ARP provides a score and interpretation for each of the following: Integrity Scale • Illegal Drug Use Scale • Workplace Policy Compliance Scale • Workplace Aggression Scale • Total Applicant Risk Profiler Score

CPI 260®

This assessment is an omnibus measure of normal personality designed for use in work settings. It is suitable for selection as well as coaching and development. The CPI 260® assesses 29 scales in five areas: Dealing with Others • Self-Management • Motivations and Thinking Style • Personal Characteristics • Work-Related Measures

DeGarmo Essentials for Hiring

This assessment is designed to measure a job candidate's compatibility with the elements associated with job success. It is suited for use in selection and assesses an individual's fit. The most important work style performance drivers include: Dependability • Attention to Detail • Integrity • Cooperation • Self Control • Initiative

Elite Character Profile

This assessment is a general indicator of the individual's ability to refrain from participating in counterproductive behaviors by being trustworthy, drug-free, non-violent, and compliant. The assessment is designed to be appropriate for most jobs across all industries. It measures: Responsibility • Rules Compliance • Trustworthiness • Drug-Free Attitudes • Non-Violent Attitudes

Elite Safety Profile

This assessment is a general indicator of an individual's ability to behave responsibly, be safety conscious, and follow rules and procedures. The assessment is designed for use in selection for jobs where safety is a top priority. It measures: Safety • Reliability • Responsibility • Rules Compliance

Employee Screening Questionnaire (ESQ)

This assessment is a personality-based selection assessment that examines a job candidate's work ethic, integrity and dependability. It predicts future job performance including an applicant's probable job commitment, risk of engaging in counterproductive work behaviors, and the propensity for positive work behaviors. The ESQ was designed to reduce the tendency to "fake good" through its innovative use of a forced-choice format. The ESQ2 is designed to reduce both voluntary and involuntary turnover, theft, and absenteeism by eliminating high-risk applicants and is suitable for use in a broad range of pre-employment assessment situations. It measures: Customer Service • Productivity • Accuracy • Commitment and Job Satisfaction • Promotability • Alcohol and Substance Abuse • Unauthorized Sick Days • Driving Delinquency • Lateness • Loafing • Sabotage of Production or Property • Safety • Theft • Infractions • Risk of Counterproductive Behavior • Overall Hiring Recommendation

Focus 20

This test focuses on personality traits that contribute to effective job performance and helps identify possible reasons for poor or inconsistent performance. It assesses 20 occupational personality traits covering the Big Five personality factors: Openness to Change • Agreeableness • Conscientiousness • Extraversion • Emotional Stability

Gordon Personal Profile - Inventory

Improve hiring success by assessing important personality competencies for virtually all jobs. Identify the degree to which your candidates possess the personality-based competencies necessary for success in your jobs. This inventory measures important and universal traits that can help you make the right hire for virtually any position within your organization. It measures: Assertiveness • Responsibility • Stress Tolerance • Sociability • Self-Confidence • Cautiousness • Original Thinking • Personal Relations • Vigor

Hogan Personality Inventory (HPI)

This is a Five Factor personality assessment specifically designed for use in business settings. It provides a comprehensive, business-based assessment of personality specifically designed to predict occupational success that can be used for both selection and development. Specific applications include employability, individual assessment, selection, and individual development/ coaching. The HPI is comprised of seven primary scales and six occupational scales: Primary Scales: Adjustment • Ambition • Sociability • Interpersonal Sensitivity • Prudence • Inquisitive • Learning Approach Occupational Scales: Service Orientation • Stress Tolerance • Reliability • Clerical Potential • Sales Potential • Managerial Potential

Manchester Personality Questionnaire (MPQ14.2)

This questionnaire is a tool specifically designed to provide a comprehensive assessment of the key personality traits likely to have a high impact on work success. The MPQ14.2 is grounded in the Big Five-Factor model of personality and also focuses on traits relevant to creative and innovative behavior. It is a powerful tool for understanding an individual's strengths, weaknesses, and areas of competence and is designed for selection, training, as well as development.

Motive, Value, Preferences Inventory (MVPI)

This is an assessment of an individual's values and motives. The MVPI assesses a person's core values and identifies what a person wants to do rather than what a person may do in certain situations. The MVPI is based upon a comprehensive, business-based taxonomy of values and is useful for evaluating the fit between a person's values and an organization's culture. It is also designed to predict occupational success and job satisfaction. The MVPI assesses the following scales: Recognition • Power • Hedonism • Altruistic • Affiliation • Tradition • Security • Commerce • Aesthetics • Science

New Workforce Inventory (NWI)

This assessment is a personality inventory designed specifically for use as an employee selection and assessment tool. It provides a comprehensive picture of an individual's functioning in areas critical to success in a wide range of positions. It measures: Flexibility/ Adaptability • Innovation • Conscientiousness • Teamwork • Openness to Learning • Customer Orientation • Retention • Social Desirability

Personal Competencies Inventory (PCI)

The PCI is designed to help individuals in executive positions assess their personal competencies and skills and decide where they should focus their self-improvement efforts. The PCI is based on a 4-factor model of personal competencies and covers key personal competencies and skills that are needed at every level. It is designed as a training and development tool, and is appropriate for use with people in professional, managerial, and individual contributor positions. The PCI framework of personal competencies covers four key areas: Thinking and Problem Solving • Communicating and Influencing • Interacting and Supporting • Deciding and Delivering. Each key area covers four personal competencies, and each personal competency has six behavioral/ competency elements.

Six Factor Personality Questionnaire (SFPQ)

The SFPQ is a personality assessment that encompasses and extends the Big Five model of personality and the characteristics underlying them. The SFPQ assesses the following personality dimensions: Openness to Experience • Agreeableness Extraversion • Independence • Industriousness • Methodicalness

Time Management Practices Inventory (TMPI)

This is a norm-based instrument that assesses an individual's time management skills. The TMPI helps individuals to identify their strengths and weaknesses in the areas of planning, prioritization, and task orientation. The TMPI is suitable for workshops on time management, work skills effectiveness training, as well as for self-study and improvement. The TMPI provides feedback on eight key factors related to effective time management: Setting Priorities • Planning • Taking Action • Resisting Involvement • Paperwork • Deadlines • Self-Confidence • Overall Time Management Skills

Work Profile Questionnaire-Emotional Intelligence Version (WPQei)

This assessment is designed to measure emotional intelligence and examines this set of personal qualities and competencies within the context of work. The WPQei is based on a comprehensive conceptual model of emotional intelligence and is well-suited for team building, training, and coaching situations. The following dimensions are assessed: Innovation • Self-awareness • Intuition • Emotion • Motivation • Overall Emotional Intelligence • Social Skills • Belbin Team Role and Profile • Empathy Resisting Involvement • Paperwork • Deadlines • Self-Confidence • Overall Time Management Skills

Work Personality Index Select (WPI Select)

This assessment is a work-oriented personality inventory that assesses the personal characteristics and tendencies that influence an individual's job performance. It identifies behaviors that predict work success as well as individual strengths and weaknesses. The assessment is well-suited for use in selection as well as coaching and development. The WPI assesses 21 personality traits that directly relate to work performance: Energy • Ambition • Teamwork • Leadership • Social Confidence • Initiative • Persuasion • Flexibility • Multi-Tasking • Outgoing • Concern for Others • Democratic • Dependability • Persistence • Rule Following • Attention to Detail • Planning • Innovation • Analytical Thinking • Self-Control • Stress Tolerance

Watson-Glaser Critical Thinking Appraisal

Improve your hiring decisions and identify high-potential employees accurately and efficiently. This assessment measures overall critical thinking capability, based on an individual's ability to: Make Accurate Inferences • Recognize Assumptions • Properly Deduce • Interpret Information • Evaluate Arguments

Sales, Marketing & Customer Service

Identify candidates with the skills and attributes necessary to excel in Sales, Marketing, and Customer Service roles.

Customer Service Mindset Survey

This assessment measures the test taker's understanding of and attitude about customer service practices. This survey is designed to measure the customer service aptitude of any customer service representative and may be administered to those who deal with internal or external customers such as customer service, technical support or retail sales workers.

DeGarmo – Customer Service Competency

This assessment is designed to measure a job candidate's compatibility with the elements associated with success as a customer service agent.

DeGarmo – Customer Service Representative Work Style

This assessment is designed to measure a job candidate's compatibility with the elements associated with success as a customer service representative.

Elite Care Profile

This assessment is a general indicator of an individual's ability to engage in care-oriented behaviors and measures a wide range of characteristics that center around being kind and caring while exhibiting conscientious and compliant behaviors. The assessment is designed for use in care-focused environments (e.g., healthcare, education, and customer service focused jobs). The Elite Care Profile Measures: Attention to Detail • Can-Do Attitude • Customer Care • Good Citizen • Kindness • Self Control • Team Care • Work Ethic operation • Self Control • Initiative

Marketing Fundamentals

This test is aimed at assessing the skill level of the test taker in identifying marketing strategies, applying pricing, setting plans, conducting research as well as creating promotions. This test is appropriate to administer to entry level marketing personnel.



Sales Career Battery (SCB)

This assessment helps quickly identify individuals who possess the profile critical for sales success in today's demanding environment. The SCB can be used as part of a process for hiring new sales representatives or as a way to place current employees into new or existing sales roles. The SCB is appropriate for candidates applying for individual contributor positions in sales acumen is important to job or role success.

Sales Concepts

Created to assess the skill level of a sales representative. It can be used in any sales industry as it covers the basic skills needed to be successful in sales. This test includes such topical areas as; Rapport Building, Opening, Probing, Supporting, Objections, and Closing.

Also Available:

DeGarmo – Financial Sales

DeGarmo – Professional Enterprise Business Sales

DeGarmo – Professional Medium Business Sales

DeGarmo – Professional Small Business Sales

DeGarmo – Retail Sales Associate Competency

DeGarmo – Retail Sales Associate Work Style

DeGarmo – Sales and Store Managers Work Style

Trades Assessments

Recognizing high-performance when hiring or promoting for your manufacturing or trade organization starts with assessments.

Basic Industrial Math

This test is appropriate for individuals that have completed high school (or equivalent) and have at least one year of industrial work experience. It is advised that a calculator be made available. The questions focus on general arithmetic skills as well as math use in industrial setting applications.

Basic Industrial Skills

This test is composed of questions related to ethics and conduct, English knowledge, safety, and math. This test is geared towards individuals in industrial positions like basic warehousing, assembly line, and food production workers.

BldgTest

This test is for use in selecting building maintenance candidates who have knowledge in the following areas: Electrical • Print Reading • Plumbing • HVAC • General Repairs • Carpentry • Painting • Masonry • Clerical, Records & Miscellaneous

Carpenter

This test measures knowledge and skill in the carpentry area. Categories tested include: Framing, Walls and Floors • Concrete Work, Shoring and Surveying • Stairs, Scaffolds and Ladders • Print Reading and Mathematics • Finishing, Trim, Repair and Fabrication • Tools, Materials and Equipment

ChemTest

This is a chemical knowledge test covering the following areas: Physical Knowledge • Acids, Bases & Salts • Compounds • Elements • Mechanical Principles • Gases & Fluids • Miscellaneous

CNC Operator

This is a test designed to test the knowledge and skills of CNC operators. Categories tested include: General CNC Knowledge • Coordinate Systems • Interpolation • Tape Code and Program Structure • Tool Compensation • M-Codes • Operations

Combined Basic Skills

This assessment was developed to enable a quick evaluation of literacy and performance skills required in manufacturing and processing. Categories tested include: Reading • Arithmetic • Inspection and Measurement • Process Monitoring and Problem Solving Skills Also Available: **Combined Basic Skills (Chemical Operator)**, **Combined Basic Skills (Custodial Services)** and **Combined Basic Skills (Food Industry)**

Construction (Carpenter/Painter/Sheeter)

This test measures knowledge and skill in the construction area. It includes a supplemental diagram. It is designed to measure knowledge and skill of construction specifically related to carpentry, painting, and sheeting. This test measures the following areas: Framing • Walls and Floors • Stairs • Scaffolds and Ladders • Finishing and Trim • Repair and Fabrication • Concrete Work • Shoring and Surveying • Print Reading • Painting and Glass • Mathematics • Tools, Materials and Equipment • Sheet Metal • Rigging/Fabricating • Roofing

Drafter (CAD Operator)

Use this assessment, designed in conjunction with CAD professionals, to simplify your search for new employees. Armed with the results of CAD knowledge, you'll be sure to choose the best candidate for your CAD operator position. Categories tested: Print Reading • Computer Aided Design

ElecTest

This is an assessment of electrical job knowledge. It is a job skills test designed to measure knowledge and skill for electrical repair and maintenance technicians. It can be used for both job applicants and incumbents for positions where practical electrical knowledge and skill are necessary. The ElecTest assesses the following knowledge areas: Motors • Digital Electronics • Print Reading • Controls • Power Supplies • Basic AC/DC Theory • Power Distribution • Test Instruments • Computer and PLC • Electrical Maintenance • Mechanical

Electrical Aptitude Test

This test measures of electrical aptitude that is designed to assess the ability to learn and perform jobs in electrical production and maintenance. Electrical Aptitude Test Measures the following knowledge areas are assessed: Mathematics • Electrical Concepts • Electrical Schematic • Process Flow • Signal Flow • Electrical Sequences

Elite Industrial Profile

This assessment is a general indicator of the individual's ability to perform the basic skills that underlie most entry-level through supervisory positions. The assessment is designed to be appropriate for roles within a manufacturing or light industrial setting, which involve skills such as basic math, assembly, and inspection. What the Elite Industrial Profile Measures: Reliability • Responsibility • Spatial Reasoning • Safety Light Industrial Math • Inspection

Entry Level Industrial Skills

This test aims at assessing those skills that will allow the test taker to work effectively on the job in an entry level industrial position. Such skills include basic math and English skills as well as the ability to follow directions and handle ethical considerations while on the job.

Forklift Operations

This test is appropriate for test takers who are currently operating forklifts or supervise those who operate forklifts. It tests for knowledge and skills used in the safe operation of forklifts, which according to OSHA, includes tractors, platform lift trucks, motorized hand trucks as well as other specialized industrial trucks powered by electric motors or internal combustion engines. Topics include: Forklift Safety • Forklift Maintenance • Operation of a Forklift.

General Maintenance

This test is based on four different areas of knowledge; plumbing, electrical, carpentry, and general maintenance problems (for example, changing light fixtures). The questions are composed of some of the most common tasks in these fields. This test is appropriate to administer to those functioning in a general maintenance capacity.

Hazardous Material Handling

This test is based on four areas of concern that are often encountered in handling hazardous materials. These areas are identifying materials, labeling of materials, packaging and shipping. The questions range from basic to advanced and were constructed to reflect the skill level of the test taker in the four aforementioned areas. This test is intended for someone with at least one year of hazardous materials handling experience.

HVAC

HVAC stands for Heating, Ventilating, and Air Conditioning. Refrigeration is often now included in the term or specified as HVAC/R. This assessment involves a wide variety of systems available. Topics include: HVACR Fundamentals • Refrigerants • Electrical • Mechanical • Heating • Cooling • Hydronics/Steam/Boilers • Safety

Inspection Measurement

This test is intended for use where candidates must be able to measure, inspect, and follow directions. Included are exercises in measuring objects, reading dials, determining differences and arranging items numerically and alpha-numerically.

Manufacturing Basics

This test assesses the working knowledge of the test taker in such areas as conventional machining, casting, forging, milling, lathes, and using plastics. This test covers the most often used processes to produce molds and casting for the manufacturing of parts and products. This assessment is appropriate for test takers with one year of experience in the manufacturing field.

Maintenance Electrician (A or B)

These tests are for use in selecting manufacturing or processing maintenance candidates. NOTE:

Maintenance Electrician B is more difficult than our **ElecTest** and **Maintenance Electrician A** is more difficult than **Maintenance Electrician B**

MainTest

This is a comprehensive assessment designed to measure the practical mechanical and electrical knowledge of maintenance employees. The MainTest can be used for both job applicants and incumbents for positions in which mechanical and electrical knowledge are necessary. The MainTest assesses the following knowledge areas: Hydraulics • Pneumatics • Welding • Power Transmission • Lubrication • Pumps • Piping • Rigging (Light) • Mechanical Maintenance • Shop Machines (Operation, Maintenance, and Use) • Combustion • Motors • Digital Electronics • Print Reading • Motors • Controls • Power Supply • Basic AC/DC Theory • Power Distribution • Test Instruments • Computer and PLC • Electrical Maintenance

Manufacturing Compatibility Questionnaire

This test assesses the attributes critical for success in a production, manual labor, or manufacturing setting. It measures both personality and cognitive factors and is designed to select candidates with the work values and personal characteristics predictive of success.

Mechanic Evaluation (C, B or A)

The C, B, and A Mechanic Evaluation tests are for use in selecting manufacturing or processing maintenance candidates who have knowledge in mechanical and electrical maintenance. NOTE: Each level progresses in difficulty, with **A Mechanic Evaluation** being the most advanced. Categories tested include: Print Reading • Lubrication • Welding • Mechanical • Pneumatics • Machine Shop • Electrical • Rigging • Heating • Ventilation • Air Conditioning • Plumbing

Mechanical Maintenance Trainee

This test is for use in selecting mechanical maintenance trainees with one year of training or experience in 7 content areas. Categories tested include: Hydraulics & Pneumatics • Print Reading • Welding & Rigging • Power Transmission & Lubrication • Pumps & Piping • Maintenance • Shop Machines & Tools • Materials & Equipment

Mechanical Technician (C, B or A)

The C, B, and A tests are for use in selecting metals or manufacturing candidates who have knowledge or experience in the following areas: Hydraulics & Pneumatics • Print Reading • Burning & Fabricating • Welding & Rigging • Power Transmission & Lubrication • Pumps & Piping • Mechanical Maintenance Principles • Shop Equipment & Tools Each level progresses in complexity, with **Mechanical Technician A** being the most advanced.

MecTest

This test designed for use with applicants and incumbents to measure journey-level mechanical knowledge and skills required for maintenance jobs. It is most often used for repair or maintenance mechanics where mechanical knowledge and skills are a necessary part of job activities. Categories tested include: Hydraulics & Pneumatics • Print Reading • Welding & Rigging • Power Transmission • Lubrication • Pumps & Piping • Mechanical Maintenance • Machines • Tools & Equipment

Millwright

This test is used in selecting millwright candidates. Categories tested include: Hydraulics & Pneumatics • Burning & Fabrication • Print Reading • Power Transmission & Lubrication • Pumps & Piping • Rigging • Mechanical Maintenance • Shop Equipment & Tools • Materials & Equipment

Mobile Equipment Mechanic

This test is designed to test knowledge and skills of mobile equipment mechanics. Categories tested include: Electrical Systems • Pneumatics & Hydraulics • Print Reading • Welding & Rigging • Power Transmission & Lubrication • Pumps & Piping • Mechanical Maintenance • Shop Machines • Tools & Equipment • Internal Combustion Engines

Multi-Craft Aptitude Test

This test is the answer for companies selecting multi-craft apprentices or trainees. The test consists of questions relating to mechanical and electrical aptitude and is designed to measure the ability to learn and perform mechanical and electrical production and maintenance job activities. This test includes questions in the following categories: Mechanical Concepts: Household Objects • Work (Production and Maintenance) • School (Science and Physics) • Hand and Power Tools Electrical Concepts: Electrical Mathematics • Process Flow • Signal Flow • Electrical Sequences

PLC Test

This test was designed in response to many requests by maintenance managers for a measure of knowledge and skills in repair and maintenance using Programmable Logic Controllers (PLC's). Knowledge areas measured are: Ladder Logic • I/ O Devices • Programs/Software • Systems • Troubleshooting

PrinTest (Decimal or Fraction)

For use in selecting entry-level production or maintenance employees where the reading of prints and drawings is required. Areas covered are: Views and Surfaces • Simple Drawings • Intermediate Drawings • Complicated Drawings

Quality Assurance Inspection

This test covers knowledge of construction techniques, methods, and practices associated with the responsibilities of a commercial quality assurance inspector, including but not limited to, site work, foundation, structural, finishes, electrical and mechanical tasks. This test is appropriate for test takers who are responsible for the quality assurance inspection of commercial construction projects.

Quality Sheet Metal Worker

This test is designed to test the knowledge and skill of sheet metal workers. Categories include: Layout and Fabrication • Hand & Power Tools • Fasteners • Ladders & Scaffolds • Metals • Rigging • Mathematics • Mechanical Principles & Repair • Print Reading • Welding, Cutting, & Burning

Sheet Metal Worker

This test is designed to test the knowledge and skill of sheet metal workers. Categories include: Layout and Fabrication • Hand & Power Tools • Fasteners • Ladders & Scaffolds • Metals • Rigging • Mathematics • Mechanical Principles & Repair • Print Reading • Welding, Cutting & Burning

Welder, Repair & Maintenance This test measures knowledge and skill in the area of welding. Categories tested include: Print Reading • Welding Process • Types of Joints • Welding Positions • Filler Metals • Processes Related to Welding • Welding Metals • Welding Defects • Repair Welding & Surfacing • Tools, Machines, & Equipment

WeldTest This test is for use in selecting journey-level welders who have knowledge in the following areas: Print Reading • Welding, Cutting Torch and Arc Air Cutting • Welder Maintenance & Operation • Tools, Machines, Materials & Equipment • Mobile Equipment & Rigging • Production Welding Calculations



Also Available:

Air Conditioning Specialist
Assembly and Matching
Auto Technician
Basic CNC
Basic Electronics
Basic Injection Molding Skills
Basic Ruler Reading
Basic Warehouse Knowledge
Basic Wireless Communication
Blueprint Basics
Blueprint Reading
Boilermaker
Bus Mechanic
Cellular Technician
CNC Test
CNC Trainee
Color Identification
Controls Technician
Diesel Mechanic
Electrical Apprentice Skills
Electrical Diagnostic Test
Electrical Engineering: Electronics and Communications
Electrical Engineering: Power and Control
Electrical Entry
Electrical Maintenance Trainee
Electrical Troubleshooting
Electrician (Chemical)
Electricians
ElectronTest
Electronic Schematics
Electronics & Instrumentation Technician
Facilities Maintenance Technician
Finish Carpentry
Flooring Skills
Food Production
Home Inspection Skills
Hydraulics Industrial Electrician
Injection Molding Mechanic Test
Installer (Windows and Doors)
Job Safety
Laboratory Technician
Lather Operator
Lockout/Tagout
Machinist
Machinist Short Form
Maintenance Manager
Maintenance Planner
Maintenance Troubleshooter
Map Reading Skills Masonry
Mechanical Apprentice Skills
Mechanical Diagnostic Test
Mechanical Engineering: Machine and Tool Design
Mechanical Engineering: Thermodynamics

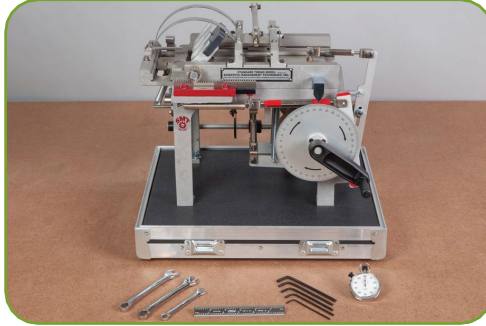
Fundamentals Mechanical Entry
Mechanical Maintenance Trainee
Mechanical Troubleshooting
Metalworking Skills
Micrometers and Calipers
Milling Machine
Pick/Pack
Plastic Fabrication Skills
Plumbing Quality
Precision Measurement
Pre-Print Reading
Press Brake Operation
Print Reading
Process Flow
Product Packaging Skills
Project Engineer
Refrigeration
Refrigeration Mechanic
Rig Test
Robotics
Rough Carpentry
Safety in the Workplace
Senior Maintenance Technician (Millwright or Pipefitter)
Shipping and Receiving Clerk Skills
Shop Math
Tool Room Attendant
Toolmaker
Tools and Fasteners
Warehouse Safety and Inventory Management
Weights and Measures
Wholesale Distribution Knowledge
Wind Turbine Technician
Woodworking
Workplace Hazardous Materials Information Systems

Hands-On Manufacturing Skills Assessment

Our validated assessments using portable machines and a hands-on, performance-based methodology identify the most skilled, most capable, and most trainable candidates and incumbents.

Standard Timing Model

This mechanical skills assessment tool is used to identify many mechanical skills and competencies, which collectively can be characterized as “Mechanical Troubleshooting Ability”. In addition to identifying and measuring pre-existing skills the program also identifies mechanical aptitude in individuals that have not yet been properly trained.



Electrical Skills Test Device

This device provides a means of quantitatively screening candidates for industrial electrician and electro-mechanic production positions. The ESTD identifies and measures a candidate's understanding of the principles and fundamentals of electricity and how they are applied in an industrial setting.



PLC Test Device

This device identifies the troubleshooting skills of industrial equipment maintenance personnel. Much more than a written aptitude test The PLC Testing Device is hands on, providing direct feedback from a test panel. The testing device evaluates job candidates and incumbents in the positions of maintenance personnel, technicians, and programmers responsible for the upkeep and troubleshooting of automated production lines and automated production equipment.





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