Regency Recruitment and Resources Limited
Job Seeker Talent Evaluations

Regency Recruitment and Resources Limited is delighted to introduce you to our SHL™ suite of evaluation tools. SHL™ is the leader in talent measurement solutions - conducting more than 30 million assessments each year.

As one of the first HR service firms in Trinidad and Tobago to offer this effective personal assessment program, Regency is enabling job seekers to develop a keen insight into their own talent profile, preparing them more effectively for interviews, careers and promotion opportunities.

The benefits of the SHL™ talent evaluation program include:

- Providing a comprehensive and insightful personal talent profile
- Highlighting leadership traits
- Identifying areas for improvement
- Ensuring you are the right 'fit' for specified hiring and promotion competencies

The cost for each evaluation is TTD100 (VAT inclusive) but we do offer discounted rates for individuals who wish to take 4 or more tests.

The full range of SHL evaluation tools available are listed on our website or you can contact our Candidate Services team for more details:

Sparkle Bain   sparkle@regencytrinidad.com / 868 625 6225 Ext 241

Kevin McClean   kevin@regencytrinidad.com / 868 625 6225 Ext 222

Thank you for choosing Regency Recruitment and Resources Limited.
Visit us online at www.regencytrinidad.com today.

About Assessments

Good employers go to great lengths to match people to the right jobs. Since we spend between a quarter and a third of our time at work, it is important that our abilities and interests fit with the requirements of the job.

Employers will consider what behaviours and abilities are required for good job performance. These are often described in terms of competencies. Competencies are a combination of 'behaviours' that lead to high performance in the role. To measure an individual's competencies employers may use tests, interviews and other assessment tools.

Remember that selection is a two way process in which both you and the organisation make a choice - and the choice has to be right for both of you.

Table of Contents

ACCOUNTING AND FINANCE

JOB FUNCTION	DESCRIPTION OF EVALUATION
Accounts Payable	The Accounts Payable - test measures a candidate's knowledge and skill level in processing receivables, paying and coding invoices, calculating purchase discounts and sales tax, expense report reimbursements, verifying and authorizing payment vouchers, General Ledger entries and adjustments, and account postings.
Accounts Receivable	The Accounts Receivable - test measures a candidate's knowledge and skill level in processing receivables, paying and coding invoices, calculating purchase discounts and sales tax, expense report reimbursements, verifying and authorizing payment vouchers, General Ledger entries and adjustments, and account postings.
Book Keeping	The Bookkeeping - test evaluates a candidate's knowledge and skill level in calculating gross wages, preparing worksheets and financial statements, balancing accounts, determining depreciation and cost of goods, interest calculations, journal entries, and knowledge of basic bookkeeping terms and definitions.
Financial Professional Aptitude - Proctored	The Financial Professional Aptitude - Proctored test assesses the likelihood that a candidate will pass the Series 6 and/or 7 exams. It measures general reasoning, reading comprehension, and problem solving.
General Accountancy	The General Accountancy - test measures a candidate's knowledge and skill level in classifying assets, calculating taxes and payroll, determining depreciation and gross profit margin, preparing worksheets and financial statements, balancing accounts, interest calculations, entering journal and General Ledger transactions, and knowledge of basic accounting formulas and principles.
Peachtree 2002	The Peachtree Accounting 2002 assessment measures the candidate's experience in performing everyday bookkeeping and accounting tasks. Tasks include performing basic Peachtree Accounting functions, entering account transactions, managing payroll, and viewing financial reports.

Peachtree 2002 Essentials	The Peachtree Accounting 2002 assessment measures the candidate's experience in performing everyday bookkeeping and accounting tasks. Tasks include performing basic Peachtree Accounting functions, entering account transactions, managing payroll, and viewing financial reports.
QuickBooks 2002	The QuickBooks 2002 assessment measures the candidate's experience in performing everyday bookkeeping and accounting tasks. Tasks include performing transactions, managing payroll, managing taxes, and using timing and billing functions.
QuickBooks 2002 Essentials	The QuickBooks 2002 - Essentials assessment measures the candidate's experience in performing everyday bookkeeping and accounting tasks. Tasks include performing transactions, managing payroll, managing taxes, and using timing and billing functions.
QuickBooks Pro 2008	The QuickBooks Pro 2008 test measures the candidate's knowledge of the QuickBooks accounting software. Designed for experienced users, this test covers the following topics: Accounting, Banking and Credit Cards, Customers and Sales, Employees and Payroll, File Maintenance, Inventory, Reporting, Time Tracking, and Vendors and Payables.

CLERICAL / ADMINISTRATION

JOB FUNCTION	DESCRIPTION OF EVALUATION
Audio Transcription	Audio Transcription - assessment measures the candidate's speed and accuracy at listening to a recording and transcribing the data into a word processor.
Business Communication	The Business Communications test assesses the ability to use basic grammar appropriately, use appropriate business tone, respond with complete and accurate information, and apologize when appropriate.
Business Communication Writing Sample - General	The Business Communication Writing Sample is an instrument that aids in the assessment of a candidate's writing proficiency. It requires candidates to compose original answers to job-related scenarios.
Business Communication Writing Sample - Insurance	The Business Communication Writing Sample is an instrument that aids in the assessment of a candidate's writing proficiency. It requires candidates to compose original answers to insurance industry-related scenarios.
Business Letter Compose	Business Letter Compose - assessment measures the candidate's ability to accurately type and make corrections from a text original containing grammar, punctuation, spelling, and formatting errors.
Business Letter Edit	Business Letter Edit - assessment measures the candidate's ability to accurately make corrections from a business letter containing punctuation, spelling, and formatting errors.
Business Writing	The Business Writing test measures the candidate's knowledge of important types of business writing being used today. Designed for administrative professionals, this test covers the following topics: Business Letters, Other Formats, Principles of Organization, Rules of Grammar, Spelling, Style and Tone, and Vocabulary.
Data Entry Alphanumeric Form 1	Data Entry Alphanumeric Form 1 - assessment measures the candidate's speed and accuracy at typing text and numbers into forms.

Data Entry Alphanumeric Form 2	Data Entry Alphanumeric Form 2 - assessment measures the candidate's speed and accuracy at typing text and numbers into forms.
Data Entry Numeric Form 1	Data Entry Alphanumeric Form 2 - assessment measures the candidate's speed and accuracy at typing text and numbers into forms.
Data Entry Numeric Form 2	Data Entry Numeric Form 2 - assessment measures the candidate's speed and accuracy at typing numbers into forms.
Data Entry Ten Key	Data Entry Ten Key assessment measures the candidate's ability to enter numbers using a numeric keypad. The test measures accuracy and speed.
Data Entry Ten Key Split Screen	Data Entry Ten Key Split Screen assessment measures the candidate's ability to enter numbers using a numeric key pad. The test measures accuracy and speed.
English Vocabulary	The English Vocabulary test measures the candidate's knowledge of English vocabulary. Designed for all English speakers, this test covers the following topics: Analogies, Challenging words, Foreign words used in the English language, and Professional terms.
General Clerical Grammar	The General Clerical Grammar assessment measures the candidate's ability to correctly use the various parts of speech in written communication. The General Clerical Grammar assessment covers subject-verb agreement, sentence structure, and punctuation.
General Clerical Spelling - Multiple Choice	The General Clerical Spelling multiple choice assessment identifies the candidate's ability to identify correctly spelled words in written communication. The General Clerical Spelling multiple-choice assessment covers plurals, prefixes, suffixes, abbreviations, and common errors.
General Clerical Spelling - Short Answer	The General Clerical Spelling short answer assessment identifies the candidate's ability to correctly spell words in written communication. The General Clerical Spelling short answer assessment covers plurals, prefixes, suffixes, abbreviations, and common errors.
Reading Comprehension - English	The Reading Comprehension - English assessment provides a general measure of English reading comprehension. This test is comprised of items that contain a passage that you must read in order to answer the question being asked. The questions focus on the candidate's ability to demonstrate an understanding of the passage. Questions may be specific in nature, with answers that can be found almost word for word in the passage. For example, the question may ask for a date, name or place that can be found by closely reading through the passage. Alternatively, the questions may be general in nature, with answers that can be determined only by fully understanding the meaning of the

	passage. "What is the theme of the passage?" or "What is the mood of the author?" are examples of general questions the candidate may be asked.
Reading Comprehension - Spanish	The Reading Comprehension - Spanish assessment provides a general measure of Spanish reading comprehension. This test is comprised of items that contain a passage that the candidate must read in order to answer the question being asked. The questions focus on the candidate's ability to demonstrate an understanding of the passage. Questions may be specific in nature, with answers that can be found almost word for word in the passage. For example, the question may ask for a date, name or place that can be found by closely reading through the passage. Alternatively, the questions may be general in nature, with answers that can be determined only by fully understanding the meaning of the passage. "What is the theme of the passage?" or "What is the mood of the author?" are examples of general questions the candidate may be asked.
Shorthand	Shorthand - assessment measures a candidate's speed and accuracy at taking shorthand notes while listening to a dictation recording and transcribing the shorthand notes to a word processor.
Technical Writing	The Technical Writing test measures the candidate's knowledge of the appropriate design and style for technical documentation. Designed for experienced technical writers, this test covers the following topics: Document Design, Document Development, Editing/Reviewing Work, Guidelines/Style/Techniques, Job Overview, Online/Hypermedia/Interactive Media, and Project Management.
Typing Test 1	The Technical Writing test measures the candidate's knowledge of the appropriate design and style for technical documentation. Designed for experienced technical writers, this test covers the following topics: Document Design, Document Development, Editing/Reviewing Work, Guidelines/Style/Techniques, Job Overview, Online/Hypermedia/Interactive Media, and Project Management.
Typing Test 2	Typing Career Development - assessment measures a candidate's speed and accuracy at typing from a text original. This typing test uses the following formula to determine the Net Words Per Minute score: Net Words Per Minute = Gross Words Per Minute - Total Errors
Typing Test 3	Typing Communication - assessment measures a candidate's speed and accuracy at typing from a text original. This typing test uses the following formula to determine the Net Words Per Minute score: Net Words Per Minute = Gross Words Per Minute - Total Errors

Written English	Typing Creativity - assessment measures a candidate's speed and accuracy at typing from a text original. This typing test uses the following formula to determine the Net Words Per Minute score: Net Words Per Minute = Gross Words Per Minute - Total Errors
Written French	The Written English test measures the candidate's knowledge of English grammar and English reading comprehension. Designed for experienced users, this test covers the following topics: Articles, Comparisons, Conjunctions, General Questions, Misused Words, Nouns, Parallel Structure, Prepositions, Pronouns, Specific Questions, and Verbs.
Written Spanish	The Written French test measures your knowledge of French grammar and French reading comprehension skills. Designed primarily for candidates for whom French is a second language, this test covers the following topics: Adjectives, Adverbs, Articles and Determiners, Compound Tenses, Conjunctions, General Questions, Indicative Moods, Negatives, Nouns, Prepositions, Pronouns, Questions, Specific Questions, and Verbs.
Written Spanish	The Written Spanish test measures the candidate's knowledge of Spanish grammar and Spanish reading comprehension skills. Designed primarily for those for whom Spanish is a second language, this test covers the following topics: Adjectives, Adverbs, Conjunctions, Nouns, Prepositions, Pronouns, Verbs, and Reading Comprehension.

SOFTWARE SKILLS

JOB FUNCTION	DESCRIPTION OF EVALUATION
Basic Computer Literacy	The Basic Computer Literacy assessment evaluates a candidate's knowledge of general computer terms. It also determines a candidate's ability to manage files, work with a Windows operating system and application software, as well as access the Internet.
Computer Fundamentals - Mac OS 8.6 (Adaptive)	The Computer Fundamentals (Mac OS 8.6) test measures the candidate's basic knowledge of using a Macintosh computer. Designed for all computers users, this test measures your knowledge of the most commonly used aspects of the computer from using the Macintosh Operating System 8.6 and peripherals (printers, scanners, disk drives), to performing common tasks in popular software programs. This test has the following topics: Applications, Control Panels, Cross-platform Usage, Desk Top, Disks, Internet, and Troubleshooting.
Computer Fundamentals - Mac OS X (Adaptive)	The Computer Fundamentals (Mac OS X) test measures the candidate's knowledge of using a Macintosh computer. Designed for all Macintosh computer users, this test measures the candidate's knowledge of the most commonly used aspects of the Macintosh computer from using the Mac Operating System X and peripherals (printers, scanners, disk drives) to performing common tasks in popular software programs. This test includes the following topics: Apple Menu, Applications, Classic, Dock and Desktop, Files and Folders, Finder/Windowing, Networking, Printing, System Preferences, Troubleshooting, and Users.
Computer Fundamentals - Mac OS X 10.4 (Adaptive)	The Computer Fundamentals (Mac OS X 10.4) test measures the candidate's knowledge on the Macintosh computer. Designed for all computers users, this test measures the candidate's knowledge of the most commonly used aspects of the computer from using the Macintosh Operating System 10.4 and peripherals (printers, scanners, disk drives) to performing common tasks in popular software programs. This test has the following topics: Applications, Internet and Networking, Graphics and Printing, The Finder, System Preferences, User Accounts and Security.

Computer Fundamentals Windows 2000 (Adaptive)	The Computer Fundamentals - Win 2000 (adaptive) test measures the candidate's basic knowledge using a personal computer. While the test focuses on the skills of using any PC, it uses Windows 2000 as its basis. Designed for all computers users, this test has the following topics: File Management, GUI, Hardware, Networks, Security, Software, Storage, and Win 2000.
Computer Fundamentals Windows XP (Adaptive)	The Computer Fundamentals - Win XP (adaptive) test measures the candidate's basic knowledge of using a personal computer. The test questions assume the use of the default Category View in Windows XP. While the test focuses on the skills of using any PC, it uses the Windows XP platform as its basis. Designed for all computer users, this test includes the following topics: Basic Windows Features, Control Panel, Desktop and Taskbar, Files and Folders, Hardware, Help and Support Center, Networking, Office Applications, Performance and Maintenance, and Troubleshooting.
Computer Literacy Windows XP (Adaptive)	The Computer Literacy (Windows XP) test measures the candidate's knowledge of how to use a computer. Test questions are based on a computer running the Windows XP Professional operating system in the default (not classic) mode and default configuration. Designed for entry level computer users, this test includes the following topics: how to install and launch applications; connecting with other users through networks and by sharing files; using input/output devices such as printers, monitors and other peripherals; basic Internet concepts such as email, firewalls and the world wide web; maintenance and settings of the XP environment; storage and management of files; audio and video features; and using multiple windows to work efficiently.
Internet Explorer 6	Internet Explorer 6 is a Microsoft Web browser application that integrates core technologies used in Windows operating systems. The Internet Explorer 6 assessment measures a candidate's ability to perform common Web browsing tasks using Internet Explorer 6 features and integrated Windows functions.
Internet Explorer 6 Essentials	Internet Explorer 6 is a Microsoft Web browser application that integrates core technologies used in Windows operating systems. This test is used to identify a candidate's ability to perform common Web browsing tasks using Internet Explorer 6 features and integrated Windows functions.
The Microsoft Internet Explorer 6.0 Fundamentals (Adaptive)	The Microsoft Internet Explorer 6.0 Fundamentals (adaptive) test measures the candidate's knowledge of the skills necessary to proficiently use MS Internet Explorer at a user level. Designed for all users, this test covers the following topics: Basic Features and Functions, Browser Usage, Customization, Privacy, Security, and Setup and

	Installation.
Microsoft 2000 and 2002	Access 2000 and 2002 is the database component of the Microsoft Office 2002 suite. The Access 2002 assessment evaluates the candidate's experience in creating and managing database files, entering and modifying data, and creating and managing tables, forms, reports, queries, pages and macros.
Microsoft Access 2002 Essentials	Access 2002 is the database component of the Microsoft Office 2002 suite. The Access 2002 Essentials assessment measures the candidate's basic and intermediate experience in creating and managing database files, entering and modifying data, and creating and managing tables, forms, reports, and pages.
Microsoft Access 2002 (Adaptive)	The Microsoft Access 2002 Fundamentals test is part of the fundamentals line of business applications tests. These tests demonstrate that the candidate has the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. Our MS Access 2002 Fundamentals test, part of our Office XP suite, covers the following topics: Accessing Data - Queries, Application Refinement, Controls, Database Concepts, Database Planning, Forms, Integration with Other Technologies & Applications, and Reports & Data Output.
Microsoft Access 2003 (Adaptive)	The Microsoft Access 2003 (adaptive) test, part of the Office 2003 suite, measures the candidate's knowledge of Access 2003. Designed for experienced users, this test includes the following topics: Automation and Integration, Data Manipulation, Database Concepts, Database Planning & Design, Forms & Data Input, Multi-User Issues, Reports & Data Output, User Interface & Application Refinement, and VBA
Microsoft Access 2003 Fundamentals (Adaptive)	The Microsoft Access 2003 Fundamentals test is part of the fundamentals line of business applications tests. These tests demonstrate that the candidate has the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is the MS Access 2003 test. The MS Access 2003 Fundamentals test covers the following topics: Automation and Integration, Data Manipulation, Database

	Concepts, Database Planning & Design, Forms & Data Input, Multi-User Issues, Reports & Data Output, User Interface & Application Refinement, and VBA.
Microsoft Excel 2002	Excel 2002 is the spreadsheet component of the Microsoft Office XP suite. The Excel 2002 assessment evaluates the candidate's experience in creating and managing worksheets, entering and managing data, using formulas and functions, and using the Task Pane.
Microsoft Excel 2002 Essentials	Excel 2002 is the spreadsheet component of the Microsoft Office XP suite. The Excel 2002 assessment measures the candidate's basic and intermediate experience in creating and managing worksheets, entering and managing data, using formulas and functions, and using the Task Pane.
Microsoft Excel (R1)	Microsoft Excel 2003 is the spreadsheet component of the Microsoft Office 2003 suite. The Excel 2003 assessment evaluates the candidate's experience in creating data and content, analyzing data, printing and viewing workbooks and spreadsheets, formatting data and content, managing workbooks, and collaborating with others.
Microsoft Excel 2003 Essentials	Microsoft Excel 2003 is the spreadsheet component of the Microsoft Office 2003 suite. The Excel 2003 - Essentials assessment contains only basic and intermediate questions. This assessment evaluates the candidate's experience in creating data and content, analyzing data, printing and viewing workbooks and spreadsheets, formatting data and content, managing workbooks, and collaborating with others.
Microsoft 2003 (Adaptive)	The Microsoft Excel 2003 test measures the candidate's knowledge of Excel 2003. Designed for experienced users, this test includes the following topics: Charts, Data Entry, Data Manipulation, Formulas/Functions, Graphics, Software Interface, VBA Interface, Web Interface.
Microsoft Excel Fundamentals (Adaptive)	The Microsoft Excel 2003 Fundamentals (adaptive) test is part of the fundamentals line of business applications tests. These tests demonstrate that the candidate has the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used every day by most professionals and do not include some of the advanced topics and skills found in the core business applications tests. The core test in this area is the MS Excel 2003 test, part of the Office XP suite. The MS Excel 2003 Fundamentals test covers the following topics: Charts, Data Entry, Data Manipulation, Formulas/Functions, Graphics, Software Interface.

Microsoft Excel 2007	Microsoft Excel 2007 is the spreadsheet component of the Microsoft Office 2007 suite. The Excel 2007 assessment evaluates the candidate's experience in sorting and filtering data, entering basic formulas, modifying cell formatting and content, inserting and labelling charts, using templates, saving workbooks for earlier versions of Excel, viewing and printing workbooks, managing workbooks and worksheets, adding headers, footers and page breaks, creating and labelling charts and pivot tables, using conditional formatting and conditional statements, setting a print area, configuring worksheet protection settings, creating hyperlinks, and importing data.
Microsoft Excel 2007 Essentials	Microsoft Excel 2007 is the spreadsheet component of the Microsoft Office 2007 suite. The Excel 2007 - Essentials assessment contains only basic and intermediate questions. This assessment evaluates the candidate's experience in sorting and filtering data, entering basic formulas, modifying cell formatting and content, inserting and labelling charts, using templates, saving workbooks for earlier versions of Excel, viewing and printing workbooks, and managing workbooks and worksheets.
Microsoft Excel 2007 (Adaptive)	The Microsoft Excel 2007 (adaptive) test measures the candidate's knowledge of Excel 2007. Designed for experienced users, this test includes the following topics: data entry, data manipulation, formulas and functions, graphics, using the Excel software interface, the VBA interface, the Web interface, and external data.
Microsoft Office 2003 Fundamentals	The Microsoft Office 2003 Fundamentals test is a multi-section test that measures the candidate's knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook. Test topics in MS Word include Layout and Formatting, Revising and Printing, and Standard Word Functions. Test topics in MS Excel include Data Entry and Manipulation, Formulas, Functions and Charts, and Navigating and Printing. Test topics in MS PowerPoint include Creating, Editing, and Managing Presentations, Slide Setup, and Publishing Presentations. Test topics in MS Outlook include Mail Management and Message Organization, Address Book, Schedules and Calendars, and Navigating Outlook and Printing.
Microsoft Outlook 2002	The Microsoft Outlook 2002 assessment identifies a candidate's knowledge and skill in using the Microsoft Outlook 2002 e-mail application to create and view messages, schedule appointments and meetings, create and manage contacts, use journal entries, assign tasks, and customize Outlook configurations to automate and simplify message management.

Microsoft Outlook 2002 Essentials	Outlook 2002 is the e-mail application component of the Microsoft Office XP suite. The Outlook 2002 assessment measures the candidate's basic and intermediate knowledge and skill in using the Microsoft Outlook 2002 e-mail application to create and view messages, schedule appointments and meetings, and create and manage contacts.
Microsoft Outlook 2003	Outlook 2003 is the e-mail application component of the Microsoft Office 2003 suite. The Outlook 2003 assessment measures the candidate's basic and intermediate knowledge and skill in using the Microsoft Outlook 2003 e-mail application to format, print, and manage incoming and outgoing messages and attachments, schedule appointments and meetings, create, manage, and share calendars and contacts, and configure basic Outlook messaging options.
Microsoft Outlook 2003 Fundamentals	The Microsoft Outlook 2003 Fundamentals demonstrates that the candidate has the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include advanced topics. This test covers the following topics: Address Book, Journals and Notes, Mail Management, Messages - Organization, Printing, Program Basics, Schedules and Calendars, Tasks.
Microsoft Power Point 2002	PowerPoint 2002 is the presentation component of the Microsoft Office 2002 suite. The PowerPoint 2002 assessment evaluates the candidate's experience in creating and managing presentations, inserting and modifying charts, animation, audio files, and hyperlinks.
Microsoft Power Point 2002 Essentials	PowerPoint 2002 is the presentation component of the Microsoft Office 2002 suite containing only basic and intermediate questions. The PowerPoint 2002 assessment measures the candidate's basic and intermediate experience in creating and managing presentations, and inserting and modifying charts.
Microsoft Power Point 2003 Essentials	PowerPoint 2003 is the presentation component of the Microsoft Office 2003 suite. The PowerPoint 2003 - Essentials assessment contains only basic and intermediate questions. This test measures the candidate's basic and intermediate knowledge and skill in creating and modifying presentations, formatting slides and slide text, adding graphics and special effects, and delivering presentations.
Microsoft Power Point 2003 (Adaptive)	The Microsoft PowerPoint 2003 (adaptive) test measures the candidate's knowledge of MS PowerPoint 2003. Designed for experienced users, this test includes the following topics: Creating Presentations, Editing Text/Objects, Help and Research, Managing and Delivering a Presentation, Menu Bar, Slide Show Enhancements/Changes, Publishing Presentation Documents, Slide Setup & Preparation, Task Pane, and Workgroup Collaboration.

Microsoft Power Point 2003 Fundamentals (Adaptive)	The Microsoft PowerPoint 2003 (adaptive) test measures the candidate's knowledge of MS PowerPoint 2003. Designed for experienced users, this test includes the following topics: Creating Presentations, Editing Text/Objects, Help and Research, Managing and Delivering a Presentation, Menu Bar, Slide Show Enhancements/Changes, Publishing Presentation Documents, Slide Setup & Preparation, Task Pane, and Workgroup Collaboration.
Microsoft Power Point 2007 Essentials	Microsoft PowerPoint 2007 is the presentation component of the Microsoft Office 2007 suite. The PowerPoint 2007 - Essentials assessment contains only basic and intermediate questions. This assessment evaluates the candidate's experience in creating and saving presentations, adding and modifying illustrative graphics, applying effects and animations, formatting slides and presentation content, and reviewing and delivering presentations.
Microsoft Power Point 2007 (Adaptive)	The Microsoft PowerPoint 2007 test measures the candidate's knowledge of Microsoft PowerPoint 2007. Designed for experienced users, this test includes the following topics: Animation and Slideshows, Content, Interface, Objects, Presentation Management and Delivery, Presentations, Proof and Review, Slide Setup and Presentation.
Microsoft Project 2002	The Microsoft Project 2002 test measures the candidate's knowledge of Microsoft Project 2002. Designed for experienced users, this test covers the following topics: Features and Functionality, Programming and Customization, Project Budgeting, Project Planning, Project Reporting, Project Resources, Project Scheduling, Project Tracking, and Project Views.
Microsoft Windows 2000	Windows 2000 is an operating system that allows users to manage computer software and files. The Windows 2000 assessment measures the candidate's experience in starting program files, using Windows Explorer, managing files, creating shortcuts, installing software components, and modifying the computer display.
Microsoft Windows XP	Windows XP is an operating system that integrates the strengths of Windows 2000 standards-based security, manageability, and reliability with the best features of Windows Millennium Edition. The Windows XP assessment measures the candidate's experience with XP desktop settings, assigning network drives and searching for computers, managing files and programs in Windows Explorer, using Control Panel components, basic performance and maintenance tasks, and finding information using the new Help and Support Center, including the Remote Assistance feature.

Microsoft Windows XP - Essentials	Windows XP is an operating system that integrates the strengths of Windows 2000 standards-based security, manageability, and reliability with the best features of Windows Millennium Edition. The Windows XP Essentials assessment measures the candidate's basic and intermediate experience with XP desktop settings, assigning network drives and searching for computers, managing files and programs in Windows Explorer, and using Control Panel components and basic performance and maintenance tasks.
Microsoft Word 2000	Word 2000 is the word processing component of the Microsoft Office 2000 suite. The Word 2000 assessment evaluates the candidate's experience in creating and managing document files, editing and sorting text, printing documents, using graphics and drawing objects, formatting text and document pages, creating hyperlinks and custom toolbars, adding AutoText entries, running macros, inserting and managing a table of contents, and sharing information with other users and Office 2000 applications.
Microsoft 2000 - Essentials	Word 2000 is the word processing component of the Microsoft Office 2000 suite asking only basic and intermediate questions. The Word 2000 Essentials assessment measures the candidate's basic and intermediate experience in creating and managing document files, editing and sorting text, printing documents, using graphics and drawing objects, formatting text and document pages, and creating hyperlinks.
Microsoft 2002 - Essentials (R1)	Word 2002 is the word processing component of the Microsoft Office XP suite containing only basic and intermediate questions. The Word 2002 Essentials assessment measures the candidate's basic and intermediate experience in creating and managing document files, using the Task Pane and Smart Tag features, editing and sorting text, using graphics and drawing objects, and formatting text and document pages.
Microsoft 2002 - (R1)	Word 2002 is the word processing component of the Microsoft Office XP suite. The Word 2002 assessment evaluates the candidate's experience in creating and managing document files, using the Task Pane and Smart Tag features, editing and sorting text, printing documents, using graphics and drawing objects, formatting text and document pages, creating hyperlinks and custom toolbars, inserting and managing a table of contents, formatting tables, and sharing information with other users and Office 2002 applications.

Microsoft Word 2003	Microsoft Word 2003 is the word processing component of the Microsoft Office 2003 suite. The Word 2003 assessment evaluates the candidate's experience in organizing and formatting tables, paragraphs, fonts styles, AutoText entries, bulleted and numbered lists, envelopes and labels, formatting and managing documents using templates, print settings, spelling and grammar tools, creating content with clipart, graphics, charts and symbols, and using document reviewing features to share information with other users.
Microsoft Word 2003 - Essentials	Microsoft Word 2003 is the word processing component of the Microsoft Office 2003 suite. The Word 2003 - Essentials assessment contains only basic and intermediate questions. This assessment evaluates the candidate's experience in organizing and formatting tables, paragraphs, fonts styles, AutoText entries, bulleted and numbered lists, envelopes and labels, formatting and managing documents using templates, print settings, spelling and grammar tools, creating content with clipart, graphics, charts and symbols, and using document reviewing features to share information with other users.
Microsoft Word 2003 (Adaptive)	The Microsoft Word 2003 test, measures the candidate's knowledge of Microsoft Word 2003. Designed for experienced users, this test covers the following topics: Advanced Features, Document Creation, Formatting, Page Layout, Revising and Printing, Shortcuts, and Word General Knowledge.
Microsoft Word 2003 - Fundamentals (Adaptive)	The Microsoft Word 2003 Fundamentals test is part of the fundamentals line of business applications tests. These tests demonstrate that the candidate has the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is the Microsoft Word 2003 test, part of the Office 2003 suite. The Microsoft Word 2003 Fundamentals test covers the following topics: Advanced Features, Document Creation, Formatting, Page Layout, Revising and Printing, Shortcuts, and Word General Knowledge.
Microsoft Word 2007	Microsoft Word 2007 is the word processing component of the Microsoft Office 2007 suite. The Word 2007 assessment evaluates the candidate's experience in using templates to create new documents, saving, printing, and viewing documents, creating and formatting tables,

	paragraphs, fonts styles, graphics, and bulleted and numbered lists, modifying page layout options including footers, margins, and pagination, using mail merge features to create documents for mass mailings, using Quick Parts and Building Blocks, modifying graphics and SmartArt, using document properties to organize content, and preparing documents for distribution using inspection tools to remove unwanted personal and hidden content.
Microsoft Word 2007 - Essentials	Microsoft Word 2007 is the word processing component of the Microsoft Office 2007 suite. The Word 2007 - Essentials assessment contains only basic and intermediate questions. This assessment evaluates the candidate's experience in using templates to create new documents, saving documents for previous versions of Word users, printing and viewing documents, creating and formatting tables, paragraphs, fonts styles, graphics, and bulleted and numbered lists, modifying page layout options including footers, margins, and pagination, and using mail merge features to create documents for mass mailings.
Microsoft Word 2007 - (Adaptive)	The Microsoft Word 2007 (adaptive) test measures the candidate's knowledge of Microsoft Word 2007. Designed for experienced users, this test covers the following topics: Document Creation, Document Window Views, Graphics and Tables, New Features, Page Layout, Protecting Documents, Reviewing, and Options.

COGNITIVE ABILITY AND APTITUDE

EVALUATION	DESCRIPTION
Automatically-Scored Written Essay Test	This assessment evaluates the candidate's ability to use written media to effectively and efficiently communicate ideas and information. This trait is characterized by the ability to present a message appropriate for the audience, to organize the content in an understandable and appropriate manner, and to display appropriate levels of mechanical/grammatical skill within the writing. This test is most appropriate for managerial-level positions.
Cognitive Index	The Cognitive Index measures a candidate's ability to efficiently use reasoning and problem solving skills to determine solutions. The assessment contains a variety of items designed to measure Deductive Reasoning, Inductive Reasoning, Information Ordering, Math Reasoning, and Written Comprehension. The assessment produces an overall score of cognitive competence.
Multitasking Ability	The Multitasking Ability test is a timed, split screen test designed to assess multitasking ability. The test uses simulation technology to create the experience of performing multiple work-related tasks simultaneously. Specifically, the test has two tasks that occur simultaneously; instructions indicate that candidates should respond to questions in both tasks. The tasks are Problem Solving and Communications.
Paragon	Paragon is a personality assessment designed to measure broad personality traits (leadership orientation, agreeableness, conscientiousness, stress tolerance, intellectual focus). It is suitable for entry-level to management-level personnel across a wide variety of jobs.
Sales Index	Sales Index is a biodata-based measure of traits and experiences related to performance in sales. The test is comprised of three scales: achievement, sales ability, and stress tolerance.

Service Orientation	Service Orientation is a biodata-based measure of customer service. The test is comprised of six scales: reliability, responsiveness, empathy, communication, courtesy, and competence.

INDEX

A

Accounts Payable · 4
Accounts Receivable · 4
Audio Transcription · 6
Automatically-Scored Written Essay Test · 20

B

Basic Computer Literacy · 10
Book Keeping · 4
Business Communication · 6
Business Communication Writing Sample - General · 6
Business Communication Writing Sample - Insurance · 6
Business Letter Compose · 6
Business Letter Edit · 6
Business Writing · 6

C

Cognitive Index · 20
Computer Fundamentals - Mac OS 8.6 (Adaptive) · 10
Computer Fundamentals - Mac OS X (Adaptive) · 10
Computer Fundamentals - Mac OS X 10.4 (Adaptive) · 10
Computer Fundamentals Windows 2000 (Adaptive) · 11
Computer Fundamentals Windows XP (Adaptive) · 11
Computer Literacy Windows XP (Adaptive) · 11

D

Data Entry Alphanumeric Form 1 · 6
Data Entry Alphanumeric Form 2 · 6
Data Entry Numeric Form · 6
Data Entry Numeric Form 2 · 7
Data Entry Ten Key · 7
Data Entry Ten Key Split Screen · 7

E

English Vocabulary · 7

F

Financial Professional Aptitude - Proctored · 4

G

General Accountancy · 4
General Clerical Grammar · 7
General Clerical Spelling - Multiple Choice · 7
General Clerical Spelling - Short Answer · 7

I

Internet Explorer 6 Essentials · 11
Internet Explorer 6 · 11

M

Microsoft 2000 - Essentials · 17
Microsoft 2000 and 2002 · 12
Microsoft 2002 - (R1) · 17
Microsoft 2002 - Essentials (R1) · 17
Microsoft 2003 (Adaptive) · 13
Microsoft Access 2002 (Adaptive) · 12
Microsoft Access 2002 Essentials · 12
Microsoft Access 2003 (Adaptive) · 12
Microsoft Access 2003 Fundamentals (Adaptive) · 12
Microsoft Excel (R1) · 13
Microsoft Excel 2002 · 12
Microsoft Excel 2002 Essentials · 13
Microsoft Excel 2003 Essentials · 13
Microsoft Excel 2007 · 13
Microsoft Excel 2007 (Adaptive) · 14
Microsoft Excel 2007 Essentials · 14

P

Q

R

S

T

W