



List of Assessments

v2a

This information may not be shared or distributed without prior written consent from EmployTest.

MICROSOFT OFFICE (2010, 2007, 2003, or XP)

Word	Outlook
Excel	Windows
Access	Software Productivity
PowerPoint	

Test customization from our extensive question database is also available.

APTITUDE & BEHAVIORAL TRAITS

Cognitive Ability Test	General Workplace Skills Identifier
Risk Factor Analysis	Healthcare Worker Aptitude Test
Sales Aptitude Test	Productivity Aptitude Test
Customer Service Aptitude Test	Management Aptitude Test
Workplace Personality Profile	Supervisory Aptitude Test

CLERICAL OFFICE PLUS

Audio Transcription	Secretarial Skills
Checking – Standard, Names, Numbers	Shorthand (Audio)
Coding – Standard, Letters, Numbers	Spelling – Business, General, Accounting
Customer Service	Spelling - Geography, Legal, Medical
Data Entry: Alpha, Numeric, Decimals	Telephone Skills
Filing – Standard, Names, Numbers	Telephone Message Taking
Grammar – Business, General	Ten Key
Letter Setup	Typing Test- Standard, Banking/Finance, Technical
Math	Vocabulary – General, Business
Office Manager	Vocabulary - Accounting, Legal, Medical
Proofreading	Testmaker Development Utility
Reading Comprehension	
Receptionist Skills	

CALL CENTER SKILLS

Audio Customer Service Scenarios	Telephone Skills
Audio Sales Scenarios	Data Entry – Leads, Orders
Audio Data Entry	Postal Codes – General, General with Audio
Coding	Postal Codes – Audio
Data Analysis	Spelling – Audio, Geography, International
Sales	Geography
Service	

INDIVIDUAL SOFTWARE TESTS

FrontPage	Publisher
Internet Explorer	Windows
Project	Word

ACCOUNTING AND FINANCE

Accountant
Accounting and Bookkeeping (Canada)
Accounts Payable
Accounts Receivable
Advanced Accounting
Bookkeeper
Business Documents
Cost Accounting
Credits and Debits
Math Skills
Payroll
Taxes
Terminology
Peachtree Accounting (8.0, 9.0)
QuickBooks Accounting (2010, 2006)
Transcription

Read Response
Shorthand
Spelling – Accounting/Bookkeeping
Typing Test – Accounting, Banking and Finance
Data Entry – Checks, Decimals
Bank Teller – Money Handling, Teller Knowledge
Consumer Finance
Credit and Collections
Financial Analysis
Financial Management
Financial Knowledge
Insurance
Health Insurance

LEGAL SKILLS

DeltaView (2.81) – Advanced Administration
DeltaView (2.81) Express
Audio Transcription – Legal
Read/Response – Legal
Shorthand - Legal
Spelling – Legal
Transcription – Legal
Typing Test – Legal
Commercial Law

Criminal Law
Documents
General Law
Labor Law
Litigation
Medical Law
Property Law
Research
Terminology

MEDICAL OFFICE & MEDICAL KNOWLEDGE

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

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

NURSING SKILLS

HIPAA Compliance
Critical Care Scenarios
Dosage Calculations
Medication Scenarios
Emergency Room
Labor and Delivery

Medical Coding-ICD-9-CM 2005 (w/manual)
Medical/Surgical
Neonatal ICU
Pediatric
Psychiatric
Radiology

INDUSTRIAL SKILLS

Fire/Personnel
HAZMAT (US)
HAZMAT (Canada)
Forklift
Automotive
Basic Math
Construction
Count & Stack
Industrial Math
Language Skills
Machines
Metalworking
Pick and Pack

Plumbing
Reading Comprehension
Ruler-English
Ruler-Metric
Safety
Shipping & Receiving
Shop Math
Industrial Skills Quick Assessment –
Electrical
Industrial Skills Quick Assessment –
Woodworking
Industrial Skills – Units & Conversion

FOOD SERVICES SKILLS

Bartender
General Knowledge
Nutrition

Preparation
Sanitation
Wine Knowledge

RETAIL SALES SKILLS

Inventory Coding
Customer Service
Learning Products
Retail Math

Retail Reading
Store Security
Sales & Promotion
Inventory Sorting

STAFFING AND HR SERVICES

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

Interview Quick Assessment
Interviewing and Screening
Temp Services Legal Quick Assessment
Benefits Quick Assessment
Operations Quick Assessment
Temp Services Legal
Temp Services Operations
Temp Services Quick Assessment
Temp Services Generalist
Spelling
Computer Literacy

ESSENTIALS

Word 2007 and 2003 versions
Excel 2007 and 2003 versions
PowerPoint 2007 and 2003 versions
Access 2007 and 2003 versions
Grammar

Math
Vocabulary
Spelling
Computer Literacy