



TEST CATALOG

EmployTest offers two test platforms (SkillCheck and Psymetrics) and each option has a unique mix of tests. Your account can be set up on either or both platforms, so please talk with us to determine which option is best for you.

SKILLCHECK

- Microsoft Office / Technology Skills
- Typing/Data Entry
- Industry Knowledge (Accounting, Medical, Legal)

PSYMETRICS

- Behavioral Profiles for Workplace
- General Aptitude Profiles
- Cognitive Ability
- Mix/Match Topics for Custom Tests

SkillCheck Tests

Our SkillCheck platform includes a wide variety of technology and office support tests, including Microsoft Office and dozens of clerical and administration skills tests. There are also industry specific knowledge tests, as well as several behavioral profiles. It's the right choice if you need computer skills or industry related tests.



ADMIN AND TECHNOLOGY SKILLS

Attention to Detail (Timed)

Basic Employment

Basic Office Manager Skills

Checking for Accuracy

Coding/Matching

Data Entry –

Alphanumeric, Numeric

Filing – Names, Numbers

Grammar – General, Business

Math – General

Proofreading

Reading Comprehension –

Basic, General

Spelling – General, Business

Typing Tests

Vocabulary –

General, Business, Legal, Medical

Various Custom Tests

(ask us)



SOFTWARE SKILLS

Basic Computer Literacy

General Computer Literacy 2

Access – Multiple Versions/Levels

Chrome Browser

Excel – Beginner, Intermediate, Advanced /
Versions 365, 2016 & Earlier

Outlook – Beginner, Intermediate,
Advanced / Versions 365, 2016 & Earlier

PowerPoint – Beginner, Intermediate,
Advanced / Versions 365, 2016 & Earlier

Windows 10 – Intermediate

Word – Beginner, Intermediate, Advanced /
Versions 365, 2016 & Earlier

Word/Excel Core Skills

Word/Excel/Outlook Skills

Word/Excel/PowerPoint Skills



BEHAVIORAL & APTITUDE PROFILES

Customer Service Success Profile

**Customer Service Success +
Sales Profile**

Guest Service Profile – Hospitality

Healthcare Service Profile –
Clinical Roles

Healthcare Service Profile –
Support Roles

Industrial Success Profile

Management Success Profile

Professional Sales Profile

Workplace Reasoning Profile

Workplace Success Profile

Insight Employability Profile



ACCOUNTING KNOWLEDGE

Accounting – Accountant

Accounting – Accounts Payable

Accounting – Accounts Receivable

Accounting – Advanced Accounting

Accounting – Bookkeeper

Accounting – Business Documents

Accounting – Cost Accounting

Accounting – Credits and Debits

Accounting – Financial Statements

Accounting – Math Skills

Accounting – Payroll

Accounting – Taxes

Accounting – Terminology

Bank Teller – Money Handling

Bank Teller – Teller Knowledge

Data Entry – Data Entry Skills

Finance Consumer –
Credits and Collections

Finance Consumer – Financial Analysis

Finance Consumer –
Financial Knowledge

Finance Consumer –

Financial Management

Finance Consumer – Insurance/Health

Finance Consumer – Insurance

QuickBooks 2019 – Standard

Spelling – Accounting/Bookkeeping

Spelling – Business

Transcription – Accounting (Audio)

Typing Test – Accounting

Typing Test – Banking and Finance



LEGAL OFFICE SKILLS

Legal – Commercial Law

Legal – Criminal Law

Legal – Documents

Legal – General Law

Legal – Labor Law

Legal – Legal Assistant

Legal – Litigation

Legal – Medical Law

Legal – Property Law

Legal – Paralegal

Legal – Research

Legal – Terminology

Spelling – Legal

Transcription – Legal (Audio)

Typing Test – Legal



MEDICAL OFFICE & MEDICAL KNOWLEDGE

Medical – Abbreviation

Medical – Cardiovascular

Medical – Dental

Medical – Endocrine

Medical – Gastrointestinal

Medical – Integumentary

Medical – Medical Insurance

Medical – Musculoskeletal

Medical – Neurological

Medical – Ophthalmological

Medical – Otolaryngology

Medical – Pediatric–(A&B)

Medical – Pharmacological

Medical – Prefixes and Suffixes

Medical – Psychiatric

Medical – Respiratory

Medical – Urogenital

Medical Billing

Medical Coding – Standard

Medical Records Admin.

Medical Secretary Test

Transcription – Medical (Audio)

HIPAA – Standard

Shorthand – Medical

Spelling – Medical

Typing Test – Medical

Vocabulary – Medical



INDUSTRIAL

Industrial Safety – Fire Personnel

Industrial Safety – HAZMAT (Canada)

Industrial Safety – HAZMAT (US)

Industrial Safety – Warehouse/Vehicles

Industrial Skills – Automotive Standard

Industrial Skills – Construction Standard

Industrial Skills – Industrial Math

Industrial Skills – Machine Standard

Industrial Skills – Metalworking Standard

Industrial Skills – Plumbing Standard

Reading Comprehension – Industrial

Industrial Skills – Electrical

Light Industrial – Basic Math Skill

Light Industrial – Count and Stack

Light Industrial – Forklift

Light Industrial – Language Skills

Light Industrial – Pick and Pack

Light Industrial – Ruler-English Units

Light Industrial – Ruler-Metric Units

Light Industrial – Safety

Light Industrial – Shipping and Receiving

Light Industrial – Shop Math

Light Industrial – Units Conversion



STAFFING AND HUMAN RESOURCES TESTS

Staffing – Benefits Quick Assessment

Staffing – HR Generalist Quick Assessment

Staffing – HR Legal Quick Assessment

Staffing – Interview Quick Assessment

Staffing – Interviewing and Screening

Staffing – Temp Services Generalist

Staffing – Temp Services Legal Quick Assessment

Staffing – Temp Services Operations

Need to convert your paper tests to online format?

Need different topics than what's listed?

**We can customize tests to your exact description.
Please tell us what you need.**

Psymetric Tests

Our Psymetrics platform includes many behavioral and aptitude tests. We have the unique ability to mix and match test topics, which allows you to create a custom test that is exactly the right fit for your hiring process.



PSYMETRICS PROFILES AND TOPICS

Account Representative

Attention to Detail, Achievement Drive, Self Confidence, Optimism, Dedication, Extraversion

Case Manager Assessment

Rules Compliance, Interpersonal Skills, Attention to Detail, Stress Management, Helping Disposition, Problem Solving Interest

Detail/Language/Tables

Tables, Attention to Detail, Language Skills

Elite Banking Profile

Attention to Detail, Math Skills, Reliability, Stress Management, Helping Disposition, Team Player, Trustworthiness, Candidness

Elite Call Center – Sales Profile

Candidness, Achievement Drive, Assertiveness, Positive Attitude, Reliability, Self Confidence, Service Ability

Elite Call Center – Service Profile

Candidness, Customer Relations, Stress Management, Team Player, Willingness to Help

Elite Care Profile

Attention to Detail, Candidness, Good Citizen, Customer Care, Can-Do Attitude, Kindness, Self-Control, Work Ethic, Team Care

Elite Character Profile

Responsibility, Rules Compliance, Trustworthiness, Drug Free Attitudes, Nonviolent Attitudes, Candidness

Elite Grit Profile

Achievement Drive, Self Confidence, Candidness, Can-Do Attitude, Work Ethic, Goal Focus

Elite Healthcare Profile

Healthcare – Compassion, Healthcare – Patient Relations, Healthcare – Stress Tolerance, Healthcare – Team Player, Candidness

Elite Hospitality Profile

Responsibility, Rules Compliance, Self Confidence, Math Skills, Flexibility, Reliability, Helping Disposition, Candidness

Elite Industrial Profile

Responsibility, Spatial Reasoning, Reliability, Safety, Candidness, Light Industrial Math, Inspection

Elite Innovation Profile

Optimism, Dedication, Initiative, Open Mindedness, Creativity, Problem Solving Interest, Candidness

Elite Integrity Profile

Responsibility, Rules Compliance, Trustworthiness, NonViolent Attitudes, Candidness

Elite Intellect Profile

Mathematical and Logical Reasoning, Verbal Reasoning

Elite Manager Profile

Self Confidence, Leadership, Achievement Drive, Assertiveness, Stress Management, Supervision, Candidness

Elite Personality Profile

Self Confidence, Leadership, Flexibility, Achievement Drive, Reliability, Assertiveness, Stress Management, Helping Disposition, Team Player, Trustworthiness, Candidness

Elite Profile – Service Advisor

Interpersonal Skills, Attention to Detail, Flexibility, Reliability, Helping Disposition

Elite Retail Profile

Responsibility, Math Skills, Flexibility, Reliability, Helping Disposition, Trustworthiness, Candidness

Elite Safety Profile

Responsibility, Rules Compliance, Reliability, Safety, Candidness

Elite Service Profile

Flexibility, Stress Management, Helping Disposition, Team Player, Candidness

Elite Skills Profile

Tables, Attention to Detail, Math Skills, Language Skills



PSYMETRICS PROFILES AND TOPICS continued

Elite Staffing Profile

Rules Compliance, Attention to Detail, Math Skills, Reliability, Trustworthiness, Candidness

Elite Supervision Profile

Self Confidence, Reliability, Helping Disposition, Team Player, Supervision, Candidness

Elite Transportation Profile

Responsibility, Rules Compliance, Reliability, Trustworthiness, Safety, Candidness

Home Services Profiles

HVAC, Plumber, Roof, Electrician, Security

Mechanical Aptitude Test

Electrical Measurement, Mechanical Movement, Spatial Reasoning, Physical Properties, Tools

Positive Attitude Profile

Optimism, Dedication, Initiative, Open Mindedness, Candidness

Sales Hunter Profile

Self Confidence, Achievement Drive, Assertiveness, Extraversion, Work Ethic, Go-Getter Attitude, Candidness

Service Advisor Profile

Interpersonal Skills, Attention to Detail, Flexibility, Reliability, Helping Disposition, Trustworthiness, Extraversion, Candidness

Situational Judgment Test – Helpline

Candidness, Conscientiousness, Interpersonal Skills, Listening Skills, Service Orientation

Situational Judgment Test – Management

Candidness, Communication, Delegation, Decision Making, Employee Relations

Situational Judgment Test – Sales

Candidness, Customer Focus, Drive and Persistence, Listening Skills, Sales Strategies

Situational Judgment Test – Service

Candidness, Conscientiousness, Interpersonal Skills, Listening Skills, Service Orientation

Situational Judgment Test – Supervisor

Candidness, Communication, Team Orientation, Conscientiousness, Motivation

Situational Judgment Test – Teams

Candidness, Team Spirit, Flexibility, Trust, Confidence



THiNK SERIES

The THiNK Series consists of brief tests that measure unique problem-solving skills that contribute to general intelligence. These tests can be mixed and matched to measure the unique cognitive abilities required of any job. They can also be combined with other behavioral scales to create a targeted cognitive and behavioral assessment.

THiNK – 3D Spatial Reasoning

Measures the ability to look at a 3D diagram depicting disassembled parts and mentally rotate and assemble them to determine the finished product.

THiNK – Data Ordering

Measures the ability to arrange things in a certain order according to specific instructions.

THiNK – Focus 5

Measures the ability to concentrate on a visual task over a period of time without being distracted by extraneous information.

THiNK – Following Instructions

Measures the ability to follow instructions or rules to arrive at specific conclusions.

THiNK – Graphs

Measures the ability to interpret business related graphs.

THiNK – Inductive Reasoning

Measures the ability to combine available information to find relationships among seemingly unrelated things.

THiNK – Maps

Measures the ability to follow instructions and utilize maps to navigate to a location.

THiNK – Mathematical Reasoning

Measures the ability to identify the correct mathematical methods or formulas to solve a problem.

THiNK – Pattern Finding

Measures the ability to identify a known pattern within distracting information.

THiNK – Visual Reasoning

Measures the ability to visually determine how the placement or movement of one object might affect another.



BEHAVIORAL SCALES

Achievement Drive

Achievement Drive measures the degree to which the individual is likely to be competitive and driven to be the best. This characteristic is important for jobs where the attainment of established goals and benchmarks are important (e.g., sales jobs). It is also important for jobs where there may be competition within departments or between coworkers and positions where the individual is expected to grow and advance to higher levels within the organization.

Assertiveness

Assertiveness measures the degree to which the individual is likely to assert him/herself, speak his/her mind and enjoy taking control or the lead in group situations. This characteristic is important for jobs where a strong personality is a plus (e.g., most sales jobs and managerial positions).

Can-Do Attitude

Can-Do Attitude measures the degree to which the individual consistently approaches work duties and projects with a positive attitude. Is always optimistic. Seldom worries and always exhibits a positive demeanor.

Customer Care

Customer Care measures the degree to which the individual is friendly, service oriented and builds customer relationships. He/she is likely to go out of his/her way to assist customers.

Candidness

Candidness measures the degree to which the individual is likely to be accurate in his/her responses and is not trying to outsmart the test in an effort to present him/herself in a more favorable light. The results of this scale should be used as a "red flag" to make you aware that some candidates may be trying to "fake" the test. High behavioral scale scores that are accompanied by Low Candidness scores should have additional follow-up during the interview or reference checks to confirm the candidate's behavioral scale scores are in line with his/her previous work history.

Energy

Energy measures the degree to which an individual is likely to demonstrate energy, passion and vitality throughout the workday. This characteristic is important for most fast paced jobs and jobs involving multi-tasking.

Extraversion

Extraversion measures the degree to which the individual is likely to be outgoing, sociable and assertive in his/her interactions. This characteristic is important for jobs requiring strong, outgoing personalities and strong social skills (e.g., sales, marketing and some management jobs).

Flexibility

Flexibility measures the degree to which the individual is likely to be able to adapt to change and is more open minded than stubborn. This characteristic is important for fast paced jobs where priorities often shift. It is also important for organizations that are in transition or are expecting changes that will affect work duties and responsibilities.

Go-Getter Attitude

Go-Getter measures the degree to which the individual is dedicated, shows initiative, has a positive demeanor and exhibits independence. This characteristic is important for jobs requiring independent work and a self-starter attitude.

Helping Disposition

Helping Disposition measures the degree to which an individual is friendly and is likely to go out of his or her way to assist or help customers and/or co-workers. This characteristic is important for most, if not all, jobs

Influence

Influence measures the degree to which the individual enjoys the art of persuasion and has the ability to influence and lead others.

Interpersonal Skills

Interpersonal Skills measures the degree to which the individual is friendly, people oriented and exhibits excellent interpersonal skills. This characteristic is important for all jobs that involve interacting with customers.

Kindness

Kindness measures the degree to which the individual is caring, empathetic and generous towards others.

Leadership

Leadership measures the degree to which the individual has the necessary interest, ability and disposition necessary to perform in a leadership capacity. Leadership is important for jobs that require the management of others and/or the coordination of the work of others to accomplish the organization's goals. Supervisors, managers and team or group leaders need leadership characteristics to be successful.

Non-Violent Attitudes

Non Violent Attitudes measures the degree to which the individual is likely to respect others and not engage in aggressive workplace behaviors such as intentionally damaging company property or resorting to physical or verbal threats.

Organization

Organization measures the degree to which the individual is organized, structured and thoughtful about his/her work.

Planning

Planning measures the degree to which the individual establishes schedules, routines and plans ahead rather than working in a more spontaneous manner.



BEHAVIORAL SCALES *continued*

Problem Solving Interest

Problem Solving Interest measures the degree to which the individual enjoys working on mentally challenging tasks, enjoys problem solving and utilizes creative thinking when engaged in problem solving activities. Some examples of jobs where this ability would be appropriate would be jobs in product development, marketing or research oriented jobs. Also, jobs that require coming up with enhancements to current processes and procedures.

Reasoning

Reasoning measures the degree to which this individual has the ability to learn quickly, solve problems, and understand basic mathematical concepts. This ability is appropriate for most jobs.

Relationship Management

Relationship Management measures the degree to which the individual is likely to manage people's relationships effectively. The degree to which he/she is team-oriented and collaborative in all aspects of his or her relationships, including working cooperatively with coworkers and customers.

Reliability

Reliability measures the degree to which the individual is likely to be dependable, hardworking and conscientious about the quality of his/her work.

Responsibility

Responsibility measures the degree to which the individual is likely to be dependable, stable, takes responsibility for his/her actions and as a result, is not likely to have attendance problems. This characteristic is appropriate for all jobs.

Rules Compliance

Rules Compliance measures the degree to which the individual is likely to follow company policies and adhere to rules and procedures established by management. This characteristic is appropriate for most, if not all jobs, with special emphasis on jobs requiring much trust (e.g., bank teller, cashier) and positions of authority (security guards, police officers).

Safety

Safety measures the degree to which the individual is likely to follow company safety rules and procedures, and is cautious and vigilant about avoiding workplace accidents. These characteristics are appropriate for jobs that involve the use of equipment (e.g., tools, forklifts, machinery), including jobs in warehouse, production, assembly and light industrial settings.

Self-Awareness

Self-Awareness measures the degree to which the individual is self-confident and feels secure of self. The degree to which he/she uses this demeanor to remain calm and cool under pressure.

Self Confidence

Self Confidence measures the degree to which the individual is likely to be self-assured, is not overly affected by what others think of him/her, and is confident in his/her decisions and actions. This characteristic is important for jobs that require independent thought, a self-starter attitude, sales and management.

Self Control

Self Control measures the degree to which the individual remains calm and in control during stressful, high pressure situations.

Service

Service measures the degree to which the individual is service-oriented and is likely to go out of his/her way to help customers. This characteristic is important for all jobs that require providing excellent customer service.

Stress Management

Stress Management measures the degree to which the individual is likely to demonstrate patience and stress tolerance during challenging work-related situations. This characteristic is appropriate for jobs requiring interactions with customers, multitasking and jobs in fast paced organizations to name a few examples.

Supervision

Supervision measures the degree to which the individual has the ability and disposition to motivate others, relate well to employees, create a sense of unity among staff, and maintain high levels of employee satisfaction. Supervision skills are important for jobs that require overseeing and managing others.

Team Player

Team Player measures the degree to which the individual is likely to cooperate in all aspects of his/her work relationships including working in harmony with others to achieve a common goal. This characteristic is important for jobs requiring interaction and cooperation among coworkers.

Trustworthiness

Trustworthiness measures the degree to which the individual is likely to be honest and trusting of others. This characteristic is important for most, if not all jobs with special emphasis on cash handling jobs and jobs involving confidential or sensitive information.

Work Ethic

Work Ethic measures the degree to which the individual is likely to be hardworking, reliable, dedicated and punctual. He/she is conscientious, organized and plans ahead.



SKILLS SCALES

Attention to Detail

Attention to Detail measures the degree to which the individual can quickly and accurately compare two strings of letters and/or numbers much like tasks that involve verifying information. This ability is important for most clerical jobs. It is also appropriate for jobs that require proofing tasks.

Inspection

The Inspection score measures the degree to which an individual can quickly and accurately find errors, defects, and/or dissimilarities when comparing two or more objects. This ability is important for most jobs that require inspecting products for errors and/or jobs requiring attention to small visual details.

Language Skills

Language Skills measures the degree to which the individual can quickly and accurately identify errors in word usage, punctuation, spelling and capitalization. This ability is important for most jobs requiring written communication.

Math Skills

Math Skills measures a basic understanding of mathematical computation and concepts (e.g., making change, calculating percentages, applying discounts, basic addition, subtraction, division and multiplication). The ability to solve these types of problems has also been related to speed of learning and general problem solving skills. This test is appropriate for jobs requiring knowledge of basic math functions (e.g., cashiers, tellers, basic accounting, payroll, etc.).

Mathematical and Logical Reasoning

Mathematical and Logical Reasoning measures the degree to which the individual is likely to reason logically and to understand and solve basic to more complex mathematical, logical and abstract problems. While research has shown that logical reasoning is important for most jobs, this ability is especially critical for jobs requiring analytical problem solving.

Reading Comprehension

Reading Comprehension measures the degree to which this individual has the ability to quickly read and comprehend written information. This ability is appropriate for most jobs.

Spatial Reasoning

Spatial Reasoning measures the degree to which the individual is able to mentally manipulate various objects in order to determine how they might best be assembled or how they might best fit together.

Tables

Tables measures the degree to which the individual can quickly and accurately refer to information presented in the form of a table and answer questions related to that information. This characteristic is appropriate for jobs requiring looking up information on computer screens, spreadsheets or charts. Most clerical jobs require some degree of this ability.

Verbal Reasoning

Verbal Reasoning measures the degree to which the individual understands relationships among written or spoken words, which includes word comprehension and associations. This ability is especially important for jobs requiring quick and fluid thinking and jobs requiring that conclusions be drawn from moderate to complex verbal or written communications.

* Different platforms may have different pricing or requirements. Ask us to ensure we set up your account as you need.

Need different topics?

We have a wide list, with some not included here. Please tell us what you need.