



# 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.**