



TEST CATALOG

EmployTest offers pre-configured tests and also customization options.

PRE-CONFIGURED TESTS

- Workplace Aptitude
- Workplace Behaviors
- Microsoft Office/Technology
- Industry Knowledge
- Basic Employment Skills

CUSTOMIZED TESTS

Built From Our Topic Lists

- Behavioral Topics
- Skills Topics
- Industry Knowledge

Add Your Own Questions

- Multiple Choice
- Open Text Responses



MOST POPULAR TITLES

Attention to Detail (2 versions)
Basic Employment Skills Test
Elite Cognitive Profile

Emotional Intelligence (EQ) Profile
Elite Skills Profile – Spelling, Detail Orientation, Basic Math, Analytical Skills

General Computer Literacy
Microsoft Office Tests
Workplace Aptitude Test



BASIC EMPLOYMENT SKILLS

Attention to Detail (2 Versions)
Basic Employment Skills
Basic Office Manager Skills
Checking for Accuracy
Coding/Matching
Data Entry – US, Canada

Elite Skills Profile – Spelling, Detail Orientation, Basic Math, Analytical Skills
Filing – Names, Numbers
Grammar – General, Business
Math – General
Proofreading
Reading Comprehension

Spelling – General, Business
Typing Tests
Vocabulary – General, Business, Legal, Medical
Various Custom Tests
(ask us)



SOFTWARE AND TECHNOLOGY SKILLS

Basic Computer Literacy
General Computer Literacy 2
Access – Multiple Versions/Levels
Chrome Browser
Excel – Beginner, Intermediate, Advanced

Outlook – Beginner, Intermediate, Advanced
PowerPoint – Beginner, Intermediate, Advanced
Windows 10 – Intermediate

Word – Beginner, Intermediate, Advanced
Word/Excel Core Skills
Word/Excel/Outlook Skills
Word/Excel/PowerPoint Skills



BEHAVIORAL & APTITUDE PROFILES

Customer Service Success Profile
Guest Service Profile – Hospitality
Healthcare Service Profile
Elite Care Profile
Elite Character Profile
Elite Cognitive Profile

Elite Personality Profile
Emotional Intelligence (EQ) Profile
Insight Employability Profile
Industrial Success Profile
Management Success Profile
Mechanical Aptitude Profile

OCEAN Profile – Five Personality Traits
Sales Hunter Profile
Situational Judgement
Workplace Aptitude
Workplace Reasoning Profile
Workplace Success Profile

*Most tests are customizable – ask for details.



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

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

Transcription – Accounting (Audio)



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

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

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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 Skills

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

*Most tests are customizable – ask for details.



GENERAL PROFILES

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

Elite Banking Profile

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

Elite Call Center – Sales Profile

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

Elite Call Center – Service Profile

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

Elite Grit Profile

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

Elite Healthcare Profile

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

Elite Hospitality Profile

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

Elite Industrial Profile

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

Elite Innovation Profile

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

Elite Integrity Profile

Responsibility, Rules Compliance, Trustworthiness, Non-Violent Attitudes

Elite Manager Profile

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

Elite Profile – Service Advisor

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

Elite Retail Profile

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

Elite Safety Profile

Responsibility, Rules Compliance, Reliability, Safety

Elite Service Profile

Flexibility, Stress Management, Helping Disposition, Team Player

Elite Staffing Profile

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

Elite Transportation Profile

Responsibility, Rules Compliance, Reliability, Trustworthiness, Safety

Home Services Profiles

HVAC, Plumber, Roof, Electrician, Security

Positive Attitude Profile

Optimism, Dedication, Initiative, Open Mindedness

Service Advisor Profile

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

Situational Judgment Test – Helpline

Conscientiousness, Interpersonal Skills, Listening Skills, Service Orientation

Situational Judgment Test – Management

Communication, Delegation, Decision Making, Employee Relations

Situational Judgment Test – Sales

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

Situational Judgment Test – Service

Conscientiousness, Interpersonal Skills, Listening Skills, Service Orientation

Situational Judgment Test – Supervisor

Communication, Team Orientation, Conscientiousness, Motivation

Situational Judgment Test – Teams

Team Spirit, Flexibility, Trust, Confidence

*Most tests are customizable – ask for details.



BEHAVIORAL TOPICS FOR CUSTOMIZATION

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.

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 Attitude

Non-violent attitude 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.

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.

*Most tests are customizable – ask for details.



BEHAVIORAL TOPICS FOR CUSTOMIZATION continued

Reasoning

Reasoning measures the degree to which the 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.

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, as well as if he/she is conscientious, organized and plans ahead.

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SKILLS TOPICS FOR CUSTOMIZATION

Attention to Detail

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

Inspection

Inspection 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.

We can create custom tests from these topics (or yours).

Ask us about what you need.