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

www.EmployTest.com
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

<table>
<thead>
<tr>
<th>Profile Type</th>
<th>Topics</th>
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<tr>
<td><strong>Account Representative</strong></td>
<td>Attention to Detail, Achievement Drive, Self Confidence, Optimism, Dedication, Extraversion</td>
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<tr>
<td><strong>Case Manager Assessment</strong></td>
<td>Rules Compliance, Interpersonal Skills, Attention to Detail, Stress Management, Helping Disposition, Problem Solving Interest</td>
</tr>
<tr>
<td><strong>Detail/Language/Tables</strong></td>
<td>Tables, Attention to Detail, Language Skills</td>
</tr>
<tr>
<td><strong>Elite Banking Profile</strong></td>
<td>Attention to Detail, Math Skills, Reliability, Stress Management, Helping Disposition, Team Player, Trustworthiness, Candidness</td>
</tr>
<tr>
<td><strong>Elite Call Center – Sales Profile</strong></td>
<td>Candidness, Achievement Drive, Assertiveness, Positive Attitude, Reliability, Self Confidence, Service Ability</td>
</tr>
<tr>
<td><strong>Elite Call Center – Service Profile</strong></td>
<td>Candidness, Customer Relations, Stress Management, Team Player, Willingness to Help</td>
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<tr>
<td><strong>Elite Care Profile</strong></td>
<td>Attention to Detail, Candidness, Good Citizen, Customer Care, Can-Do Attitude, Kindness, Self-Control, Work Ethic, Team Care</td>
</tr>
<tr>
<td><strong>Elite Character Profile</strong></td>
<td>Responsibility, Rules Compliance, Trustworthiness, Drug Free Attitudes, Nonviolent Attitudes, Candidness</td>
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<tr>
<td><strong>Elite Grit Profile</strong></td>
<td>Achievement Drive, Self Confidence, Candidness, Can-Do Attitude, Work Ethic, Goal Focus</td>
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<tr>
<td><strong>Elite Hospitality Profile</strong></td>
<td>Responsibility, Rules Compliance, Self Confidence, Math Skills, Flexibility, Reliability, Helping Disposition, Candidness</td>
</tr>
<tr>
<td><strong>Elite Industrial Profile</strong></td>
<td>Responsibility, Spatial Reasoning, Reliability, Safety, Candidness, Light Industrial Math, Inspection</td>
</tr>
<tr>
<td><strong>Elite Innovation Profile</strong></td>
<td>Optimism, Dedication, Initiative, Open Mindedness, Creativity, Problem Solving Interest, Candidness</td>
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<tr>
<td><strong>Elite Integrity Profile</strong></td>
<td>Responsibility, Rules Compliance, Trustworthiness, NonViolent Attitudes, Candidness</td>
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<tr>
<td><strong>Elite Intellect Profile</strong></td>
<td>Mathematical and Logical Reasoning, Verbal Reasoning</td>
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<tr>
<td><strong>Elite Manager Profile</strong></td>
<td>Self Confidence, Leadership, Achievement Drive, Assertiveness, Stress Management, Supervision, Candidness</td>
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<tr>
<td><strong>Elite Personality Profile</strong></td>
<td>Self Confidence, Leadership, Flexibility, Achievement Drive, Reliability, Assertiveness, Stress Management, Helping Disposition, Team Player, Trustworthiness, Candidness</td>
</tr>
<tr>
<td><strong>Elite Profile – Service Advisor</strong></td>
<td>Interpersonal Skills, Attention to Detail, Flexibility, Reliability, Helping Disposition</td>
</tr>
<tr>
<td><strong>Elite Retail Profile</strong></td>
<td>Responsibility, Math Skills, Flexibility, Reliability, Helping Disposition, Trustworthiness, Candidness</td>
</tr>
<tr>
<td><strong>Elite Safety Profile</strong></td>
<td>Responsibility, Rules Compliance, Reliability, Safety, Candidness</td>
</tr>
<tr>
<td><strong>Elite Service Profile</strong></td>
<td>Flexibility, Stress Management, Helping Disposition, Team Player, Candidness</td>
</tr>
<tr>
<td><strong>Elite Skills Profile</strong></td>
<td>Tables, Attention to Detail, Math Skills, Language Skills</td>
</tr>
</tbody>
</table>
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.
Psymetric Tests

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.
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.

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.