

The logo for Employment Test, featuring the word "Employment" in blue and "Test" in red, with a stylized graphic of three red circles and a blue line above the "o" in "Employment".

Employment Test



2019 TEST CATALOG

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ADMIN AND TECHNOLOGY SKILLS

Attention to Detail

General Work Skills (4 sections)

Checking – Standard (3 min)

Checking – Names (3min)

Checking – Numbers (3 min)

Coding – Standard (3min)

Coding – Letters

Coding – Numbers (3min)

Data Entry Test – Alphanumeric

Data Entry – Call Center (Audio)

Data Entry – Checks

Data Entry- Decimal

Data Entry Test – Numeric

Data Entry – Sales (Leads)

Data Entry – Sales (Orders)

Data Entry – Standard (Audio)

Digital Literacy – Software

Filing – Standard (4min)

Filing – Names (4min)

Filing – Numbers (4min)

Grammar – Business

Grammar – General

Letter Setup – Alternative Block

Letter Setup – Block

Letter Setup – Letter Head Block

Letter Setup – Semi Block

Math – General

Math - General 2

Office Manager Skills

Proofreading – Error Detection

Proofreading – Error Detection 2

Reading Comprehension – Basic

Reading Comprehension - Gen

Shorthand – Accounting (Audio)

Shorthand – Business (Audio)

Shorthand – Medical (Audio)

Spelling (Audio)

Spelling –

Accounting/Bookkeeping

Spelling – Business

Vocabulary –

Accounting/Bookkeeping

Vocabulary – Business

Vocabulary – General

Vocabulary – Legal

Vocabulary - Medical

Basic Computer Literacy

General Computer Literacy

Access 2010 - Intermediate

Access 2013 - Intermediate

Access 2013 - Basic Skills

Access 2013 - Advanced Skills

Chrome 2014 – Standard

Excel 2010 - Standard

Excel 2010 - Basic Skills

Excel 2010 - Advanced Skills

Excel 2013 - Intermediate

Excel 2013 - Basic Skills

Excel 2013 - Advanced Skills

Excel 2013 – Functions

Excel 2013 – Pivot Table

Excel 2016 – Beginner

Excel 2016 – Intermediate

Excel 2016 – Advanced Skills

Google Suite

Internet Explorer 10 – Standard

Internet Explorer 11 – Standard

Outlook 2010 - Standard

Outlook 2013 - Intermediate

Outlook 2016 - Intermediate

PowerPoint 2010 - Standard

PowerPoint 2010 – Basic Skills

PowerPoint 2010 – Advanced

PowerPoint 2007 - Standard

PowerPoint 2007 - Basic Skills

PowerPoint 2007 - Advanced Skills

PowerPoint 2013 - Intermediate

PowerPoint 2013 – Basic Skills

PowerPoint 2013 - Advanced Skills

PowerPoint 2016 – Beginner

PowerPoint 2016 - Intermediate

Windows 7 – INT

Windows 8 – INT

Windows 10 – Beg, INT

Word 2010 - Standard

Word 2010– Basic Skills

Word 2010 – Advanced

Word 2013 - Intermediate

Word 2013– Basic Skills

Word 2013 – Advanced

Word 2013 – Tables

Word 2016 –Beginner

Word 2016 –Intermediate

WordPerfect 12 – Standard

2019 TEST CATALOG

BEHAVIORAL & APTITUDE PROFILES

Customer Service Success
Customer Service Success + Sales
Guest Service
Healthcare Service Profile-Clinical Roles
Healthcare Service Profiles-Support Roles
Industrial Success
Management Success
Professional Sales
Workplace Reasoning
Workplace Success Profile
Behavioral Profile for Applicants (Identity GPP)
Cognitive Profile (Identity COG)

ACCOUNTING

Accounting – Accountant	Data entry – Decimals
Accounting – Bookkeeping	Finance Consumer – Credits and Collections
Accounting – Accounts Payable	Finance Consumer – Financial Analysis
Accounting – Accounts Receivables	Finance Consumer – Financial Knowledge
Accounting – Advanced Accounting	Finance Consumer – Financial Management
Accounting – Bookkeeper	Finance Consumer – Insurance – Health
Accounting – Business Documents	Finance Consumer – Insurance
Accounting – Cost Accounting	Peachtree Accounting 8.0 – Standard
Accounting – Credits and Debits	Peachtree Accounting 9.0 – Standard
Accounting – Math Skills	QuickBooks Accounting 2019 – Standard
Accounting – Payroll	Shorthand – Accounting (Audio)
Accounting – Taxes	Spelling – Accounting / Bookkeeping
Accounting – Terminology	Spelling – Business
Bank Teller – Money Handling	Transcription – Accounting (Audio)
Bank Teller – Teller Knowledge	Typing Test – Accounting
Data entry – Checks	Typing Test – Banking and Finance

2019 TEST CATALOG

LEGAL OFFICE SKILLS

Legal - Commercial Laws
Legal – Criminal Law
Legal – Documents
Legal – General Law
Legal – Labor Law
Legal – Legal Assistant
Legal – Legal Assistant (Advanced)
Legal – Litigation
Legal – Medical Law
Legal – Property Law
Legal – Paralegal

Legal – Paralegal (Advanced)
Legal – Research
Legal – Terminology
Delta View (2.81) – Advanced Admin.
Delta View (2.81) – Express
Delta View (2.81) – Standard
Shorthand – Legal (Audio)
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 Records Admin.
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 – Entry Level
Medical Billing – Forms

Medical Billing – Standard
Medical Coding – Standard
Medical Secretary Test
Transcription – Medical (Audio)
HIPAA – Standard
Shorthand - Medical
Spelling – Medical
Typing Test – Medical
Vocabulary – Medical

NURSING SKILLS

Nursing – Certified Nurse Assistant (CAN)
Nursing – Radiology (A&B)
Nursing – Critical Care (A&B)
Nursing – Critical Care Scenarios (A&B)
Nursing – Dosage Calculation (A&B)
Nursing – Emergency Room (A&B)
Nursing – HIPAA Compliance
Nursing – Labor and Delivery

Nursing – Coding (ICD-10-CM)
Nursing – Coding (ICD-10-CM) Manual
Nursing – Medical/Surgical (A&B)
Nursing – Medication Scenarios (A&B)
Nursing – Neonatal ICU (A&B)
Nursing – Osteoporosis Terminology
Nursing – Pediatric (A&B)
Nursing – Psychiatric (A&B)

2019 TEST CATALOG

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 Skill Quick Assessment – Electrical
Industrial Skill Quick Assessment – Woodworking

Light Industrial – Basic Math Skill
Light Industrial – Count and Stack
Light Industrial – Forklift
Light Industrial – Language Skills
Light Industrial – Math and Reasoning
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

FOOD SERVICE

Food Service – Bar Manager/Bartender
Food Service – General Knowledge
Food Service – Nutrition
Food Service – Preparation
Food Service – Sanitation
Food Service – Wait Staff
Food Service – Wine Terminology

2019 TEST CATALOG

RETAIL SALES SKILLS

Test based on standards established by the National Retail Foundation for the National Skill Standards Board.

Retail Sales – Customer Service

Retail Sales – Employee Teamwork

Retail Sales – Inventory Coding

Retail Sales – Inventory Sorting

Retail Sales – Learning Products

Retail Sales – Retail Math

Retail Sales – Retail Reading

Retail Sales – Sales Promotion

Retail Sales – Store Security

STAFFING AND HR SERVICES SKILLS

Staffing – Benefits and Eligibility

Staffing – Benefits Quick Assessment

Staffing – CPC Certification Prep

Staffing – CTS Certification Prep

Staffing – HR Generalist

Staffing – HR Generalist Quick Assessment

Staffing – HR Legal

Staffing – HR Legal Quick Assessment

Staffing – Interview Quick Assessment

Staffing – Interviewing and Screening

Staffing – Operations Quick Assessment

Staffing – Temp Services Generalist

Staffing – Temp Services Legal

Staffing – Temp Services Legal Quick Assessment

Staffing – Temp Services Operations

Staffing – Temp Services

Quick Assessment

*Other test titles may be available via our PsyMetrics test platform.

If titles you need are not listed above, please ask your account manager for details.