



Corporate Recruiting Packages

There are two versions of the Corporate Recruiting Packages – SkillCheck Professional **Plus** and SkillCheck Professional.

There are three major differences between these two;

- 1.) The additional number of default tests installed in the SkillCheck Professional Plus Edition,
- 2.) Extensive test customisation and test making utilities in the SkillCheck Professional Plus Edition, and
- 3.) ItemWriter, included with the SkillCheck Professional Plus Edition enables custom question authoring and the ability to combine these custom questions with those from the SkillCheck pre-programmed item library into one test.

The SkillCheck Professional package contains tests shown here.

The SkillCheck Professional Plus version has the same test titles with additional tests in each of the Microsoft Office tests, more default tests in several of the clerical skills area plus ItemWriter Testmaking.

Ask for more information on ItemWriter.

Corporate Recruiting – Professional **Plus** Edition* - 37 titles; over 75 tests

SOFTWARE SKILLS – Included in this pack

Microsoft Office Titles

Word 2003 – Basic*
Word 2003 – Standard*
Word 2003 – Advanced*
Excel 2003 – Basic*
Excel 2003 – Standard*
Excel 2003 – Advanced*
PowerPoint 2003 – Basic*
PowerPoint 2003 – Standard*
PowerPoint 2003 – Advanced*
Access 2003 – Basic*
Access 2003 – Standard*
Access 2003 – Advanced*
Outlook 2003 – Standard*

Project 2002 – Standard
Project 2003 – Standard
Windows XP – Basic*
Windows XP – Standard*
Windows XP – Advanced*
Windows 2000 – Basic*
Windows 2000 – Standard*
Windows 2000 – Advanced*
Windows ME – Basic*
Windows ME – Standard*
Windows ME – Advanced*
Windows 98 – Basic*
Windows 98 – Standard*
Windows 98 – Advanced*

(Office 2002, Office 2000 or Office 97 can be substituted for Office 2003 titles)

General Office Administration & Clerical Skills Titles

Typing Test*
Data Entry Test – Alphanumeric*
Data Entry Test – Numeric*
Data Entry – 10 key
Proofreading – Error detection
Transcription/ Dicta (Audio)
Shorthand (Audio)
Shorthand – Read Response
Receptionist Skills
Secretarial Skills
Telephone Message Taking

Math – General*
Math – General 2*
Customer Service
Telephone Skills*
Letter Setup – 4 formats
Coding – Standard, Letters & Numbers*
Checking – Standard, Names & Numbers*
Filing – Standard, Names & Numbers*
Digital Literacy – Computing*
Digital Literacy – Internet*
Digital Literacy – Software Skills*
Software Productivity

Reading Comprehension – General
Office Manager
Grammar – Business & – General*
Spelling – Business, General, Accounting, Geography, Legal & Medical*
Vocabulary – Business, General, Accounting, Legal & Medical*

TESTMAKING UTILITIES – Included in this pack

TestMaker Test Authoring Utility*
Typing Test Authoring Utility*
Data Entry Test Authoring Utility*
ItemWriter Multi–Application & Custom Test Authoring Utility**

*User controlled test making available with this title

SkillCheck products and services are sold & supported in Australia & New Zealand by independent distributors

Australia: SkillCheck Pacific Pty Ltd - Telephone (03) 9555-4200 - E-mail: info@skillcheck.com.au

New Zealand: Hope-Cross Consulting Ltd - Telephone (09) 818-6100 - E-mail: hope-cross.consulting@xtra.co.nz



Corporate Recruiting Packages

Corporate Recruiting – Professional Edition - 37 titles; over 50 tests

SOFTWARE SKILLS – Included in this pack

Microsoft Office Titles

Word 2003 – Standard
Word 2003 – Advanced
Excel 2003 – Standard
Excel 2003 – Advanced
PowerPoint 2003 – Standard
PowerPoint 2003 – Advanced
Access 2003 – Standard
Access 2003 – Advanced
Outlook 2003 – Standard

Project 2002 – Standard
Project 2003 – Standard
Windows XP – Standard
Windows XP – Advanced
Windows 2000 – Standard
Windows 2000 – Advanced
Windows ME – Standard
Windows ME – Advanced
Windows 98 – Standard
Windows 98 – Advanced

(Office 2002, Office 2000 or Office 97 can be substituted for Office 2003 titles)

General Office Administration & Clerical Skills Titles

Typing Test*
Data Entry Test – Alphanumeric*
Data Entry Test – Numeric*
Data Entry – 10 key
Proofreading – Error detection
Transcription/ Dicta (Audio)
Shorthand (Audio)
Shorthand – Read Response
Receptionist Skills

Secretarial Skills
Telephone Message Taking
Math – General
Math – General 2
Customer Service
Telephone Skills
Letter Setup – 4 formats
Coding – Standard
Checking – Standard
Filing – Standard

Reading Comprehension – General
Digital Literacy – Computing*
Digital Literacy – Internet*
Digital Literacy – Software Skills*
Software Productivity
Office Manager
Grammar – Business & General*
Spelling – Business & General
Vocabulary – Business & General

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