



## Specialist Skill Packages

These packages are available only as "composite" packages

### Accounting Knowledge Pack – Professional **Plus** Edition (22 tests)

<b>Accounting</b> – Bookkeeper*	<b>Accounting</b> – QuickBooks 2005	<b>Accounting</b> – Math Skills (Advanced)*
<b>Accounting</b> – Accountant*	<b>Accounting</b> – QuickBooks 2006	<b>Accounting</b> – Math Skills (Standard)*
<b>Accounting</b> – Accounts Payable*	<b>Accounting</b> – Business Documents*	<b>Accounting</b> – Math Skills (Basic)*
<b>Accounting</b> – Accounts Receivable*	<b>Accounting</b> – Cost Accounting*	
<b>Accounting</b> – Peachtree 8.0	<b>Accounting</b> – Financial Statements*	
<b>Accounting</b> – Peachtree 9.0	<b>Accounting</b> – Forms & Journals*	
<b>Accounting</b> – QuickBooks 2001	<b>Accounting</b> – Inventory/Depreciation*	
<b>Accounting</b> – QuickBooks 2003	<b>Accounting</b> – Terminology*	

### Accounting/Bookkeeping Secretary Pack (Available singly)

<b>Typing Test</b> – Accounting*	<b>Shorthand</b> – Accounting (Audio)	<b>Vocabulary</b> – Accounting
<b>Audio Transcription</b> – Accounting	<b>Spelling</b> – Accounting	<b>Read Response</b> – Accounting (Audio)

### Call Centre Pack – Professional **Plus** Edition\* (17 tests) – **New Content**

<b>Audio Data Entry</b> – Call Centre	<b>Call Centre</b> – Customer Service	<b>Postal Codes</b>
<b>Audio Data Entry</b> – 5 minutes	Scenarios (Interactive Audio) <b>New!</b>	<b>Postal Codes</b> – Audio
<b>Call Centre</b> – Coding*	<b>Call Centre</b> – Sales Scenarios	<b>Spelling</b> – Audio
<b>Call Centre</b> – Customer Service*	(Interactive Audio) <b>New!</b>	<b>Spelling</b> – Geography*
<b>Call Centre</b> – Data Analysis*	<b>Data Entry</b> – Sales (Leads)*	<b>Spelling</b> – Int'l Geography (Audio)
<b>Call Centre</b> – Sales*	<b>Data Entry</b> – Sales (Orders)*	<b>Spelling</b> – US Geography (Audio)
<b>Call Centre</b> – Telephone Skills*		

### Digital Literacy Pack – Professional **Plus** Edition\*

<b>Digital Literacy</b> – Computing*	<b>Internet Explorer 6.0</b> – Standard*
<b>Digital Literacy</b> – Internet*	<b>Netscape Navigator 4.5</b> – Standard*
<b>Digital Literacy</b> – Software Skills*	<b>Outlook 2002</b> – Standard*

### Digital Literacy 2008

<b>Digital Literacy 2008</b> – Computing
<b>Digital Literacy 2008</b> – Internet
<b>Digital Literacy 2008</b> – Software Skills

### Digital Literacy 2006

<b>Digital Literacy 2006</b> – Computing
<b>Digital Literacy 2006</b> – Internet
<b>Digital Literacy 2006</b> – Software Skills

### Excel 2002 Formulae & Functions Pack – Professional **Plus** Edition\*

<b>Function</b> – Financial (15 questions)	<b>Function</b> – Statistical (20 questions)	<b>Drawing Object</b> – Insert
<b>Function</b> – Math & Trig (24 questions)	<b>Function</b> – Database (11 questions)	<b>Sort</b> – Columns
<b>Function</b> – Date & Time (13 questions)	<b>Function</b> – Text (24 questions)	<b>Comment</b> – Edit
<b>Function</b> – Logical (6 questions)	<b>Function</b> – Lookup & Reference (18 questions)	<b>Discussion Comments</b> – Create
<b>Function</b> – Information (15 questions)	<b>Chart</b> – Change Location	<b>Help</b> – Display Document
		<b>Help</b> – Browse

### Food Service Skills – Professional **Plus** Edition\*

<b>Food Services</b> – Sanitation*	<b>Food Services</b> – Preparation*	<b>Food Services</b> – Nutrition*
<b>Food Services</b> – General Knowledge*	<b>Food Services</b> – Waitstaff*	<b>Food Services</b> – Wine Terminology*
<b>Food Services</b> – Bar Manager/ Bartender*		

**Additional test item bank** may be used to customise tests. Full test customisation available by default. Adding TestMaker/ItemWriter title will enable users to create their own questions to supplement test item bank.

### Industrial Skills Tests – Professional **Plus** Edition\*

<b>Light Industrial</b> – Basic Math Skills*	<b>Light Industrial</b> – Forklift*
<b>Light Industrial</b> – Shop Math*	<b>Light Industrial</b> – Shipping & Receiving*
<b>Light Industrial</b> – Units & Conversion*	<b>Light Industrial</b> – Language Skills*
<b>Light Industrial</b> – Pick & Pack*	<b>Light Industrial</b> – Count & Stack*
<b>Light Industrial</b> – Ruler (English Units)*	<b>Light Industrial</b> – Ruler (Metric Units)*
<b>Light Industrial</b> – Safety (Multiple Choice)*	

Full test customisation available by default. Adding ItemWriter (extra cost) will enable users to create their own questions.

\*User controlled test making available with this title

## Testing Innovations that Give You the Competitive Edge

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## Specialist Skill Packages

### Behaviour Profiling – Identity Series (Not available singly)

**Identity** – Cognitive  
**Identity** – Risk Free  
**Identity** – Management  
**Identity** – Productivity

**Identity** – Sales  
**Identity** – Service  
**Identity** – Supervision  
**Identity** – Industrial

**Identity** – Workplace Skills  
**Identity** – Workplace Personality  
**Identity** – Health Care

**Identity – Cognitive:** Verbal Reasoning, Logical & Mathematical Reasoning

**Test Description** – Cognitive ability or general aptitude has consistently proven to be a valid predictor of performance and training success, across most, if not all, job functions.

SkillCheck's Identity-Cognitive test provides a general indication of a job candidate's abilities with problem solving, comprehension and communication. It is also a valid gauge of an individual's training potential. This test serves as a valuable tool for screening individuals based on cognitive abilities needed to be successful on the job.

**Identity – HealthCare:** Compassion/ Service, Patient Relations, Tolerance, Team Relations

**Test Description** – In the specialist healthcare industry, special qualities are required to meet the demands of inter-personal relationships in what is often a stressful and difficult situation. SkillCheck's Identity-HealthCare assessment assesses vital attributes to give an accurate profile of those best suited to the healthcare industry.

**Identity – Risk Free:** Trustworthiness, Rules Compliance, Drug Free Attitude, Non-Violent Attitude, Reliability, Candidness

**Test Description** – Workplace violence, substance abuse and theft result in substantial annual corporate financial losses, making sound hiring decisions a critical bottom-line issue. Fortunately, the degree of risk an individual brings to the workplace can be determined by measuring that person's attitudes and behavioural tendencies along five key dimensions including drug-free and non-violent attitudes, trustworthiness, reliability, and a willingness to follow the rules.

SkillCheck's Identity-Risk Free assessment reveals an individual's propensity to engage in inappropriate workplace behaviours while offering insights into specific behavioural tendencies. The test's built-in candidness scale also provides insight into how honestly the questions are being answered.

**Identity – Sales:** Ambition, Self-Confidence, Assertiveness, Stress Management, Helping Disposition, Reliability, Candidness

**Test Description** – Your bottom line depends on the ability of your salespeople to persuade customers and prospects to buy your product or service. And in today's competitive environment, sales ability is critical for a wide variety jobs, not just those with direct-sales responsibility.

SkillCheck's Identity-Sales assessment measures an individual's sales ability along six critical dimensions including Ambition, Self-Confidence, Assertiveness, Helping Disposition, Stress Management, and Reliability. The test also includes a built-in candidness scale to ensure that questions are being answered honestly.

**Identity – Service:** Helping Disposition, Team Player, Stress Management, Reliability, Candidness

**Test Description** – In today's highly competitive marketplace, most businesses are able to provide quality products at competitive prices. This makes excellent customer service a critical success factor in today's organizations. Your employees' service orientation and customer service skills can mean the difference between success and failure in your organization.

SkillCheck's Identity-Service assessment measures an individual's ability to engage in service-oriented behaviours. Covering skills and behavioural orientation in areas including Helping Disposition, Team Player, Stress Management and Reliability, the test also includes a built-in candidness scale to ensure that questions are being answered honestly. This assessment can be used for job screening, or as a selection tool or to determine where additional training may be needed.

**Identity – Workplace Personality:** Ambition, Assertiveness, Self-Confidence, Flexibility, Helping Disposition, Reliability, Team Player, Trustworthiness, Stress Management, Candidness

**Test Description** – Finding the right fit between people and jobs is essential for employee satisfaction and organizational productivity. If the job requires frequent contact with customers and co-workers in a service environment, a helping disposition and team-player attitude are critical. If the job is fast-paced with frequently changing roles, then flexibility is important.

SkillCheck's Identity-Workplace Personality assessment measures an individual's strengths and weakness on nine personality scales. The test can be used to select candidates, develop existing employees, or determine the managerial style that works best with an individual. The test also includes a built-in candidness scale to ensure that questions are being answered honestly.

**Identity – Workplace Skills:** Mathematical & Verbal Reasoning, Grammar Skills, Attention to Detail, Analysing Skills

**Test Description** – In today's fast-paced, dynamic work environment, employees must possess an array of basic skills that can be readily transferred from assignment to assignment. Employers who hire individuals with these skills and abilities will have the competitive advantage.

SkillCheck's Identity-Workplace Skills assessment measures an individual's competencies with the basic skills required for most jobs, from entry-level through supervisory positions. These include reasoning, language, observation and analysis, and basic math skills. This test can be used as a selection tool or to determine whether additional training is needed.

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**Identity – Supervision:** Helping Disposition, Problem Solving, Self-Confidence, Supervision, Candidness

**Test Description** – To be an effective supervisor and manager one has to have the following characteristics; the ability to motivate employees, the ability to relate well with employees, team building abilities and the ability and interest in maintaining high levels of employee satisfaction. The *Identity* Supervision Scale includes behavioural items that focus on these abilities and dispositions. This scale has proven to be a reliable and valid predictor of key job-related work behaviours essential for supervisory and management success. The test also includes a built-in candidness scale to ensure that questions are being answered honestly.

**Identity – Management:** Ambition, Assertiveness, Leadership, Problem Solving, Stress Management, Candidness

**Test Description** – To be an effective manager the following characteristics are desirable; the ability to be competitively driven, the ability to demonstrate patience and stress tolerance, the ability to be assertive and take control (when appropriate) in group situations, to coordinate and motivate teams, and the ability to engage and creatively solve mentally challenging tasks.

The *Identity* Management Scale includes behavioural items that focus on these abilities and includes a built-in candidness scale to ensure that questions are being answered honestly.

**Identity – Productivity:** Attendance, Reliability, Rules Compliance, Self-confidence, Candidness

**Test Description** – In the fast-paced and competitive work environment of the 21<sup>st</sup> century, employees need to perform at peak productivity.

The *Identity* Productivity includes scales are indicative the degree to which the person is likely to be dependable, stable and take responsibility for his/ her own actions including satisfactory attendance, dependability and conscientiousness, pride in work quality, compliance with established policies and procedures, and self-assurance to work within defined job parameters.

The test includes a built-in candidness scale to ensure that questions are being answered honestly.

**Identity – Industrial:** Assembly, Inspection, Light Industrial Math, Drug Free Attitude, Reliability, Trustworthiness, Candidness

**Test Description** – The ability of employees to meet the needs of the manufacturing, skilled and semi-skilled trades sectors requires skills, attributes and characteristics that meet a range of parameters.

The *Identity* Industrial Scale measures an individual's conceptual ability to complete assembly tasks, to detect manufacturing defects and to accurately complete industrial-related mathematical computations. An individual's attitude to substance abuse, reliability and trustworthiness are also measured. The test includes a built-in candidness scale to ensure that questions are being answered honestly.

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## Specialist Skill Packages

### Lotus SmartSuite – Professional **Plus** Edition\* (9 titles; 19 tests) (Available singly)

<b>WordPro 97</b> – Standard*	<b>Windows XP</b> – Standard*	<b>Windows 98</b> – Standard*
<b>WordPro ME</b> – Standard	<b>Windows XP</b> – Advanced*	<b>Windows 98</b> – Advanced*
<b>Lotus 1-2-3 97</b> – Standard*	<b>Windows XP</b> – Basic*	<b>Windows 98</b> – Basic*
<b>Lotus 1-2-3 97</b> – Advanced*	<b>Windows 2000</b> – Standard*	<b>Windows ME</b> – Standard*
<b>Lotus 1-2-3 97</b> – Basic*	<b>Windows 2000</b> – Advanced*	<b>Windows ME</b> – Advanced*
<b>Lotus ME</b> – Standard	<b>Windows 2000</b> – Basic*	<b>Windows ME</b> – Basic*
<b>Lotus Freelance 97</b> – Standard		

### Legal Secretary Pack (18 Separate Tests) \* = Test customisation available

<b>Typing Test</b> – Legal*	<b>Legal</b> - Commercial Law*
<b>Audio Transcription</b> – Legal	<b>Legal</b> - Criminal Law*
<b>Shorthand</b> – Legal (Audio)	<b>Legal</b> – Documents*
<b>Spelling</b> – Legal	<b>Legal</b> - General Law*
<b>Vocabulary</b> – Legal	<b>Legal</b> - Labour Law*
<b>Shorthand Read Response</b> – Legal (Audio)	<b>Legal</b> – Litigation*
<b>DeltaView 2.81</b> – Advanced Admin	<b>Legal</b> - Medical Law*
<b>DeltaView 2.81</b> – Express	<b>Legal</b> - Property Law*
	<b>Legal</b> – Research*
	<b>Legal</b> – Terminology*

### Medical Secretary Pack (Available singly)

<b>Typing Test</b> – Medical*	<b>Shorthand</b> – Medical (Audio)	<b>Vocabulary</b> – Medical
<b>Audio Transcription</b> – Medical	<b>Spelling</b> – Medical	<b>Shorthand Read Response</b> – Medical (Audio)

### Medical Knowledge Pack\* (19 tests)

<b>Medical Secretary*</b>	<b>Medical</b> – Gastrointestinal*	<b>Medical</b> – Otolaryngology*
<b>Medical</b> – Insurance*	<b>Medical</b> – Integumentary*	<b>Medical</b> – Paediatric*
<b>Medical</b> – Abbreviations*	<b>Medical</b> – Musculoskeletal*	<b>Medical</b> – Pharmacological*
<b>Medical</b> – Cardiovascular*	<b>Medical</b> – Neurological*	<b>Medical</b> – Prefixes/Suffixes*
<b>Medical</b> – Dental*	<b>Medical</b> – Oncological*	<b>Medical</b> – Psychiatric*
<b>Medical</b> – Endocrine*	<b>Medical</b> – Ophthalmological*	<b>Medical</b> – Respiratory*
		<b>Medical</b> – Urogenital*

### Microsoft Certification Review – Office 97, 2000 & XP (Available singly or in packs)

<b>Word 97</b> - Proficient	<b>Word 2000</b> - Proficient	<b>Word 2002</b> - Proficient
<b>Word 97</b> – Expert	<b>Word 2000</b> – Expert	<b>Word 2002</b> – Expert
<b>Excel 97</b> – Proficient	<b>Excel 2000</b> – Proficient	<b>Excel 2002</b> – Proficient
<b>Excel 97</b> – Expert	<b>Excel 2000</b> – Expert	<b>Excel 2002</b> – Expert
<b>PowerPoint 97</b> – Expert	<b>PowerPoint 2000</b> – Expert	<b>PowerPoint 2002</b> – Expert
<b>Access 97</b> – Expert	<b>Access 2000</b> – Expert	<b>Access 2002</b> – Expert
	<b>Outlook 2000</b> - Proficient	

### MYOB Accounting testing (Based upon MYOB Ver. 10.x)

<b>MYOB</b> – Standard	<b>MYOB</b> – Intermediate quick assessment
<b>MYOB</b> – Beginning quick assessment	<b>MYOB</b> – Advanced quick assessment

### Programmer IT Entry Level Pack (Available Singly or as a pack)

<b>Lotus Notes</b> – End User	<b>JAVA Programming</b> – Standard
<b>Lotus Notes</b> – Administrator	<b>PERL Programming</b> – Standard
<b>C Programming</b> – Standard	<b>HTML Programming</b> – Standard
<b>C++ Programming</b> – Standard	

### Retail Sales Pack – Professional **Plus** Edition\* (9 tests) plus TestMaker Utility

<b>Retail Sales</b> – Inventory Coding*	<b>Retail Sales</b> – Retail Math*	<b>Retail Sales</b> – Inventory Sorting*
<b>Retail Sales</b> – Customer Service*	<b>Retail Sales</b> – Retail Reading*	<b>Retail Sales</b> – Employee Teamwork*
<b>Retail Sales</b> – Learning Products*	<b>Retail Sales</b> – Store Security*	<b>TestMaker</b> Test Authoring Utility*
	<b>Retail Sales</b> – Sales & Promotion*	

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### SkillCheck TalentScout – Computer Adaptive Tests

**Accounting/ Bookkeeping –**

Accounting Knowledge; Spreadsheet skills; Verbal & Maths Reasoning

**Computer & Internet User –** Computer Concepts; Operating Systems & Software; Electronic Communication

**Office 2000 –** Office 2000 Common Functions; Word 2000; Excel 2000; PowerPoint 2000

**Office 2000 Power User –** Office 2000 Common Functions; Word 2000; Excel 2000; PowerPoint 2000; Access 2000

**Call Centre –** Customer Service

Orientation; Audio Data Entry; Customer Service Scenarios (Audio)

**Legal Admin –** Legal Office Spelling; Legal Office Grammar; Legal Office Knowledge; Legal Office Typing; Word Processing

**Clerical –** Spelling; Grammar; Typing;

Word Processing; Verbal & Maths Reasoning

**Medical Admin –** Medical Office Knowledge; Medical Office Typing; Word Processing; Medical Office Service Orientation

**Office XP –** Office XP Common Functions; Word 2002; Excel 2002; PowerPoint 2002

**Office XP Power User –** Office XP Common Functions; Word 2002; Excel 2002; PowerPoint 2002; Access 2002

### TimeSolver Computer Adaptive Tests – Office XP, Office 2000 and Office 97 (Available singly or in packs)

**Word 2002 –** TimeSolver

**Excel 2002 –** TimeSolver

**PowerPoint 2002 –** TimeSolver

**Access 2002 –** TimeSolver

**Word 2000 –** TimeSolver

**Excel 2000 –** TimeSolver

**PowerPoint 2000 –** TimeSolver

**Access 2000 –** TimeSolver

**Word 97 –** TimeSolver

**Excel 97 –** TimeSolver

**PowerPoint 97 –** TimeSolver

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