

# Testing Results - TalentScout



## Test information

TalentScout - Administrative/Clerical Position

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## Performance Analysis

Skill Area	0	1	2	3	4	5	Score	Grade
Overall Performance	██████████						4.0	Above Avg

Skill Area	0	1	2	3	4	5	Score	Grade
Typing	██████████						4.5	High
Word Processing	██████						1.5	Below Avg
Logic and Reasoning	██████████						5.0	High
Spelling Skills	██████████						4.0	High
Language Skills	██████████						3.5	Average



## Detailed Descriptions of Results

### ▶ Overall Performance

**Score** 4.0 (Above Average Performance)

**Description** The candidate demonstrated Above Average ability in most, if not all, of the skill areas required in a clerical/administrative position. In the case of job-specific skills, the candidate's results indicate that he or she types reasonably quickly and accurately, or that he or she has a strong understanding of word-processing software, or both. The candidate's performance in general skills, such as language, logic and reasoning, while mixed, is also Above Average or better in most cases. While the candidate's score indicates a readiness to work in most clerical/administrative positions, it is recommended that his or her score in each skill area be reviewed against the skills required in a job assignment to ensure that this above-average candidate is the right fit for a specific job. You may want to consider training in any area measured as Average, Below Average or Low in the detailed results below (as well as the general training and suggestions at the end of the report) to further improve this candidate's readiness to handle any assignment.

### ▶ Performance in Each Skill Area

**Description** The job of a clerical/administrative employee consists of a number of diverse skills. Some relate to everyday tasks performed on the job, including typing/keyboarding and using a word-processing program. Other skills, including language skills and the ability to think logically impact the success of an employee in diverse aspects of many jobs.

The candidate's overall score is a composite of his or her performance in each of these skill areas, with different weighting given to different skill areas. The candidate's scores in each skill area are summarized and described in detail below.

### ▶ Typing/Keyboarding Skills

**Score** 4.5 (High performance)

#### Details

Test Duration	Gross Typing Speed	Number of Errors	Errors per Minute x3	Net Typing Speed
3.00 minutes	82 words per minute (24,718 keystrokes per hour)	7	4.2	77.8 words per minute (23,462 keystrokes per hour)

**Description** The candidate's score in this skill area indicates that he or she is in the top 5% of typists with regard to typing speed and accuracy, meaning that he or she types more quickly and accurately than 95% of other typing candidates.

### ▶ Word Processing Skills

**Score** 1.5 (Low performance)

**Description** The examinee's test performance indicates familiarity with Windows and Microsoft Word file management operations. However, the test performance also indicates that the examinee is not familiar with Word basics (such as print functions) and may also be unfamiliar with advanced Windows file management operations (such as the use of document templates). It is recommended that the examinee not be sent on any assignments involving the use of Microsoft Word before being given training on Word basics at a minimum.

### ▶ Spelling and Language Skills

**Score** 4.0 (High performance)

**Description** In most cases, the candidate demonstrated the ability to spell standard terms of significant complexity. The candidate also demonstrated the ability to accurately spell terms in specialized areas (such as legal terminology).

### ▶ Language Skills

**Score** 3.5 (Above average performance)

**Description** When presented with sentences with an above-average or high level of complexity, the candidate was able to identify sentences that were constructed with the correct grammar, punctuation and usage in half of the cases

### ▶ Logic and Reasoning Skills

**Score** 5 (High performance)

**Description** The reasoning score is superior to that of most other people in the study sample. This individual is very likely to be quick learning, will resolve problems using logic and reasoning, and has the ability to understand and carry out detailed instructions with minimum supervision. This is definitely an area of strength for this individual.



## Training Suggestions

The candidate's performance on this JobTest indicates that additional training or practice is suggested in the following areas:

- ▶ Word Processing Basics (with Microsoft Word or some other word processing program)

### Additional Testing and Training Suggestions

While this JobTest covers the most important knowledge, skills and abilities for the job of an administrative/clerical position, some administrative positions require additional skills in working with quantitative information. If this is the case in your organization, the following additional tests could provide additional useful information:

- ▶ Data Entry
- ▶ Microsoft Excel

In addition, some offices prefer candidates who demonstrate a well-rounded understanding of computer technology, such as computer hardware, software, networks, e-mail, and the Internet. If this is the case with your organization, testing in the following areas is recommended:

- ▶ Computer/Digital Literacy
- ▶ Internet Literacy
- ▶ Electronic Mail
- ▶ Web Browsing