

## TalentScout Testing Results



### Test Information


#### TalentScout - Clerical






**eTicket Number:** 4570467628554993237  
**Issued to:** Saragreen1@mymail.com.au

**Name:** Sarah Green  
**ID:** 18/01/10  
**Company name:** Healthy Medical Consulting  
**Industry type:** Recruitment  
**Country:** Australia  
**Telephone #:** 03 95554200  
**Date:** 19/1/2010  
**Time:** 23:46  
**Time Taken:** 27 minute(s)



### Performance Analysis

	0	50	100	Score	Proficiency Rating
Overall Performance				71	Above Average

Skill Area	0	50	100	Score	Grade
Typing Speed and Accuracy				95	High
Word Processing Skills				75	Above Average
Spelling Skills				20	Low
Language Skills				100	High
Logic and Reasoning Skills				42	Below Average



### Detailed Description of Results



#### Overall performance

**Score:** 71 (Above Average performance)

**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.

### **Typing/Keyboarding Skills**

**Score:** 95 (High performance)

#### **Details:**

<b>Test Duration</b>	<b>Gross Typing Speed</b>	<b>Number of Errors</b>	<b>Errors per Minute x3</b>	<b>Net Typing Speed</b>
3:00 minutes	95 words per minute (28500 keystrokes per hour )	15	15.0	80 words per minute (24000 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:** 75 (Above Average performance)

**Description:** The candidate's test performance indicates the ability to use Microsoft Word at an intermediate level, creating and editing documents that include different types of formatting. The candidate also shows familiarity with Word file management, indicating a likely familiarity with Windows file management in general and with other Windows applications. However, the test performance also indicates that the candidate may not be familiar with advanced formatting features (such as tables) and may have some "holes" in his or her knowledge of Word editing and printing. The candidate can be sent on assignments that require the creation and editing of standard documents with Word. It is recommended that the candidate receive additional training (or cross-training if he or she is already familiar with other Windows applications) on advanced features such as tables and mail merge before being sent on assignments that require the use of advanced Word features.

### **Spelling Skills**

**Score:** 20 (Low performance)

**Description:** The candidate demonstrated the ability to spell familiar and general terms in only half of the cases.

### **Language Skills**

**Score:** 100 (High performance)

**Description:** In all cases, the candidate demonstrated the ability to identify sentences that were constructed with the correct grammar, punctuation and usage, including

sentences of significant complexity.



## Logic and Reasoning Skills

**Score:** 42 (Below Average performance)

**Description:** This individual's reasoning score is below average when compared to scores of other people in the study sample. Jobs requiring the ability to learn quickly, solve problems using logic and reasoning, and understand and carry out detailed instructions with minimal supervision might require more effort on this individual's part than those scoring higher. This individual's reasoning score is lower than the scores of over 50% of the people in the study sample.



### [Training Suggestions](#)

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



Spelling Skills



Logic and Reasoning

### Additional Testing Suggestions

While this test 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 in your organization, testing in the following areas is recommended:



Computer/Digital Literacy



Internet Literacy



Electronic Mail



Web Browsing