

SkillCheck® Assessments

SkillCheck assessments measure a wide variety of knowledge, skills and aptitudes. Available in multiple languages, SkillCheck tests can be deployed on PCs, networks or the Internet. SkillCheck products feature a powerful combination of performance-based and knowledge-based skills testing, along with easy-to-use test-creation and advanced-reporting functionality.

CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS

These job aptitude tests assess critical office and clerical skills, including business English and math, typing, data entry, filing, coding, and telephone and office management skills.

Checking – Standard

Checking – Names

Checking – Numbers

Coding – Standard

Coding – Letters

Coding – Numbers

Customer Service

Data Entry Test – Alphanumeric

Data Entry – Call Center (Audio)

Data Entry – Checks

Data Entry – Decimals

Data Entry Test – Numeric

Data Entry – Sales (Leads)

Data Entry – Sales (Orders)

Data Entry – Standard (Audio)

Digital Literacy 2008 – Computing

Digital Literacy 2008 – Internet

Digital Literacy 2008 – Software Skills

Digital Literacy 2006 – Computing

Digital Literacy 2006 – Internet

Digital Literacy – Computing

Digital Literacy – Internet

Digital Literacy – Software Skills

Filing – Standard

Filing – Names

Filing – Numbers

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 – General

Reading Comprehension – Industrial

Receptionist Skills

Secretarial Skills

Shorthand (Audio)

Shorthand – Accounting (Audio)

Shorthand – Business (Audio)

Shorthand – Legal (Audio)

Shorthand – Medical (Audio)

Spelling (Audio)

Spelling – Accounting-Bookkeeping

Spelling – Business

Spelling – General

Spelling – Geography

Spelling – Int Geography (Audio)

Spelling – Legal

Spelling – Medical

Spelling – US Geography (Audio)

Telephone Message Taking

Telephone Skills

Ten Key Test

Ten Key Test – 5 min

Transcription – Accounting (Audio)

Transcription – Business (Audio)

Transcription – Legal (Audio)

Transcription – Medical (Audio)

Typing Test

Typing Test – Accounting

Typing Test – Banking and Finance

Typing Test – Legal

Typing Test – Medical

Typing Test – Technical

Vocabulary – Accounting/Bookkeeping

Vocabulary – Business

Vocabulary – General

Vocabulary – Legal

Vocabulary – Medical

