

SKILL CERTIFICATION

SkillCert

OVERVIEW:

SkillCert includes over 700 business and industry assessments designed to identify the most qualified candidates. These Internet or PC-based assessments give your organization the power to identify and select the most qualified candidates and employees. SkillCert can assist Workforce Developers and Employers in the hiring, training and retaining process.

SKILLCERT ASSESSMENTS:

SkillCert assessments measure candidate skills quickly, easily and with certainty. Identified gaps can be turned into training plans for immediate implementation. The assessments are grouped into 9 categories:



Titles	No. of Tests
Clerical	111
Call Center	26
Financial	51
International	68
Healthcare	35
Industrial	70
Legal	18
Software	87
Computer/Technical	256

All tests cover a specific skill set relative to a given topic. For example, the Clerical cluster covers 111 different topics such as:

- Basic Office Skills
- Information Retention
- Computer Literacy
- Advance Spelling
- Typing Skills
- Analytical Skills

Testing methods employ multiple-choice, interactive, data entry, audio, and behavioral methodology. To the right is an example of a screen from the interactive "Word" Assessment. The user must perform the appropriate key strokes and mouse movements during the assessment.



SkillCert contains over 700 job and skill-related assessments delivered on the Internet or PC. All tests are in compliance with the standards set forth in EEOC for content validity.

OPTIONS TO FIT YOUR NEEDS:

The interactive, on-line solution provides a cost-effective way to accurately assess a test-taker's skills at anytime from anywhere in the world. The results are immediately available so there is no delay in evaluating your candidates.



When a test is completed, the administrator is notified by email. The administrator can enter the program and print the following reports: Assessment Usage, Skills Averages and Skills Hall of Fame. In addition, the administrator can access the client detail report.

In addition to the Internet version there is a stand alone and/or network version. The software version offers many versatile features of the online version and delivers the same powerful results.

TEST VALIDATION:

All tests are content validated and derived from real-life job scenarios. All tests are in compliance with the standards set forth in EEOC for content validity.

APPLICATIONS:

SkillCert has numerous applications for both the public and private sector:

- ✓ Validate training effectiveness for all service provider contracts to justify reimbursement.
- ✓ Validate training effectiveness with pre-post tests to measure retention of course content and the overall effectiveness of the training.
- ✓ Supplement the interview process by instantly matching a quantifiable assessment of skill levels with each and every candidate.
- ✓ Conduct pre-employment screening to quickly determine which candidates will be the most productive.
- ✓ Set up customized test grouping to identify skill gaps of all clients to determine training needs.

SKILLCERT BENEFITS:

- Identify highly qualified candidates & training needs quickly and easily
- Internet or PC delivery
- User-friendly administration
- Proven test validity
- Microsoft Office assessments also available in French, Italian, Spanish, and UK English
- Realistic simulations
- Audio for testing listening skills
- Flexible pricing options (per test or per PC)
- Instant test results to facilitate decision making
- Companion program for i-Match job matching system

TYPICAL HIRING SCENARIO:

Research has found that the cost for a new hire and turnover is .75 times the annual salary for non-exempt employees and 2 times the salary for professionals.

1. Identify the Job Opening
2. Conduct Job Analysis
3. Identify Job Prerequisites and Requirements
4. Assess Candidates' Qualifications
5. Identify the Top Candidates
6. Test for Job Specific Skills



7. Hire the best and most qualified candidate

FREE TRIAL OFFER

Try SkillCert for **FREE**. Contact us at 888-783-2283 or askTBS@aol.com and request the SkillCert Demo. You'll be able to select any of the 600+ assessments for a limited time period. You'll have access to the full system and reports.

Pricing options are flexible and range from as low as \$7.00 per test in high volume to \$35.00 per test in low volume (plus 1-time setup fee). Call immediately for your free demo

SKILLCERT REPORTS:

Each Individual Test Results provides the following:

- Summary Data (includes questions correct, percent correct, percentile ranking and global average)
- Detail Score Report (plus a link to view incorrect)
- Question Level Statistics
- Question Type Statistics
- Test Description

Test Name : Microsoft Word 2000 - Normal User
Test Date : 3/2/2004
Elapsed Time : 00:06:32
Questions Correct : 25 out of 30
Percent Correct : 83%
Percentile Ranking : 70
Global Average : 71%

Assessment Name : Microsoft Word 2000 - Normal User
Assessment Date : 3/2/2004

Q#	Status	Topic	Type	Level	Time
1	Correct	Opening a Document	Application Basics	Basic	00:00:07
2	Correct	Typing in a Document	Application Basics	Basic	00:00:25
3	Incorrect	Save As	Application Basics	Basic	00:00:12
4	Correct	Selecting Text	Formatting Text	Basic	00:00:12
5	Correct	Changing Font Style	Formatting Text	Basic	00:00:04
6	Correct	Changing Font Size	Formatting Text	Basic	00:00:05
7	Correct	Centering	Formatting Text	Basic	00:00:03
8	Correct	Underlining	Formatting Text	Basic	00:00:03
9	Incorrect	Inserting the Date	Productivity Tools	Intermediate	00:00:16
10	Correct	Cutting Text	Application Basics	Basic	00:00:02
11	Correct	Pasting Text	Application Basics	Basic	00:00:02
12	Correct	Spell Check	Application Basics	Basic	00:00:15
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Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	15	14	93%
Intermediate	10	9	90%
Advanced	5	2	40%
Total	30	25	83%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Application Basics	10	9	90%
Formatting a Document	4	4	100%
Formatting Text	5	5	100%
Mail Merge	3	0	0%
Productivity Tools	6	5	83%
Using Tables	2	2	100%
Total	30	25	83%

Test Description

Microsoft Word is one of the most popular word processing applications. It is included in the Microsoft Office Suite, which also includes Excel and PowerPoint.

The Word 2000 Whole test consists of both the Normal User and Power User tests combined.

The Microsoft Word 2000 Normal User test is designed to test entry-level users of Word who edit, develop and create Word Documents. The test assesses the user's ability to create and develop a basic word processing document and a mail merge. This test includes basic, intermediate and advanced level questions and tests mastery of the most commonly used commands.

The Microsoft Word 2000 Power User test is designed to test very experienced users who need to create complicated Word documents such as brochures or long reports. This test assesses the user's ability to use more complex formatting features and advanced functions (including Index, Table of Contents, Tables and Columns) and includes intermediate and advanced level questions.

Tests for Microsoft Excel 2000, Microsoft PowerPoint 2000 and Microsoft Access 2000 are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.

In addition, there are two group reports available: Skills Averages and Skills Hall of Fame.



Technology Based Solutions

504 Floral Vale Blvd.
 Fax: 215.579.0904

Yardley, PA 19067
 www.askTBS.com

Phone: 888.783.2283
 info@asktbs.com