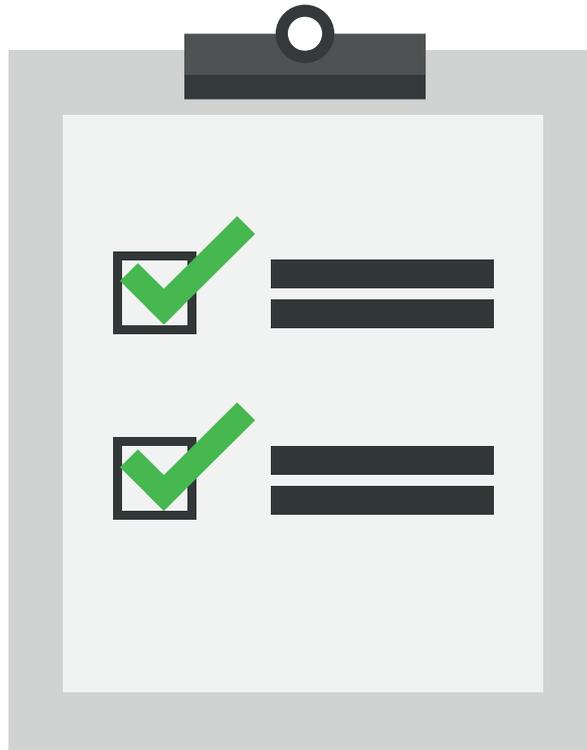# AARON WALLIS

SKILLS TESTING & ASSESSMENT BROCHURE

Skills Testing & Assessment Brochure
Welcome to the Aaron Wallis Skills Testing Brochure. This brochure details all of the skills tests that we are able to offer and is continuously being updated.

We offer over **100** validated assessments to our employer clients within our standard service.

Key Features:
- Pre-employment screening support to assess hard skills
- Candidates don't need supervision during assessments
- Fully simulated assessments for MS Office; several versions

Aaron Wallis Skills Testing is powered by Thomas International, a world-leading human skills testing organisation.

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Why Choose Aaron Wallis Skills Testing?

Here's a some reasons why, and if you'd like to see why you should choose us for your recruitment needs as well - visit our website!

Improves your screening process:
Leverage cutting-edge technology to achieve superior results.

Proven test validity
Thomas International tests are developed by subject-matter experts to ensure content validity.

Learning tools
Thomas International tests has developed a series of interactive tutorials to complement the Microsoft Office assessment offering.

Customer driven
The Thomas International tests Team continually works with clients' business needs to drive the performance and development of products and services.

Industry leading customer service
Thomas International tests offers free, live phone support to candidates.

Identifies highly qualified candidates quickly and easy
Detailed test results are generated immediately and reports are easily interpreted, they also identify any further training needs.

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Our Most Popular Tests

Skills Online has been created to assist and support organisations in the assessment and selection of job candidates.

U.K. Literacy

U.K. Numerical Skills

U.K. Sales Simulation

U.K. Service Simulation

Dutch to English

French to English

German to English

Italian to English

Spanish to English

U.K. Data Entry

U.K. General Aptitude

U.K. Clerical

U.K. Logical Reasoning

U.K. Numerical Reasoning

U.K. Verbal Reasoning

U.K. Microsoft Office 2010

U.K. Microsoft PowerPoint 2010 - Normal User

U.K. Microsoft Word 2010 - Normal User

U.K. Microsoft Excel 2010 - Normal User

U.K. Microsoft Word 2010 - Mixed Levels

The Skills Online assessment process helps to progress candidates through the pre-employment screening process, the on-going review and skill needs of existing employees and potential training evaluation planning.

With Skills Online, employers and HR teams are able to build specific groups of assessments to target individual roles and needs.

Skills Online is administered online and assessments can be launched either in an office location or at any remote location. This allows the candidate freedom of when and where they undertake their assessments.

A number of administrative options contribute to freeing up the recruiter's valuable time, allowing them to concentrate on more important tasks.

Recruiters have found particular success when using Thomas Skills during high volume recruitment drives.

Should you wish to test the candidates as part of your recruitment process you can choose as many tests as you require from the brochure.

However, as each test takes 15 - 30 minutes each, we normally recommend 3 tests as a maximum.

Our Most Popular Tests - Descriptions

Detailed breakdowns of our most popular tests as used by clients. Feel free to give us a ring on **01908 061 400** with any queries.

U.K. Sales Simulation - This assessment simulates two way sales calls between an operator and customer while requiring you to navigate and input data in simulated screens.

U.K. Service Simulation - This assessment simulates two way customer service calls between an operator and customer while requiring you to navigate and input data in simulated screens.

U.K. Literacy - Measures basic literacy skills including verbal reasoning, spelling and grammar.

U.K. Numeric Skills - Measures basic mathematical skills.

Dutch to English - Measures the ability to listen to a simulated call in Dutch and then to translate the data into English.

French to English - Measures the ability to listen to a simulated call in French and then to translate the data into English.

German to English - Measures the ability to listen to a simulated call in German and then to translate the data into English.

Italian to English - Measures the ability to listen to a simulated call in Italian and then to translate the data into English.

Spanish to English - Measures the ability to listen to a simulated call in Spanish and then to translate the data into English.

U.K. Data Entry - Measures speed and accuracy at keying in both alpha and numeric data.

U.K. General Aptitude - Measures general skills including literacy, numeracy and visual comparisons.

U.K. Clerical - Measures speed at answering basic literacy odd one out questions.

Our Most Popular Tests - Descriptions

We can also test IT Skills such as ASP.NET, ASP v3, C#, C++, SQL, XML, Visual C++ and PC Technical Support.

U.K. Logical Reasoning - Measures logical reasoning skills by providing information that requires you to interpret it and then apply appropriate logic to answer the question.

U.K. Numerical Reasoning - Measures numerical reasoning skills by providing information that requires you to interpret it and then apply appropriate logic to answer the question.

U.K. Microsoft PowerPoint 2010 - Normal User - This is an interactive assessment in a simulation of PowerPoint 2010. There is the ability to use all shortcut methods that you can use in PowerPoint.

U.K. Microsoft Word 2010 - Normal User - This is an interactive assessment in a simulation of Microsoft Word 2010. There is the ability to use all shortcut methods that you can use in Word.

U.K. Microsoft Excel 2010 - Normal User - This is an interactive assessment in a simulation of Microsoft Excel 2010. There is the ability to use all shortcut methods that you can use in Excel.

U.K. Microsoft Word 2010 - Mixed Levels - This uses questions from the Basic, Intermediate and Advanced level assessments to create a mixed level test.

U.K. Microsoft Excel 2010 - Mixed Levels - This uses questions from the Basic, Intermediate and Advanced level assessments to create a mixed level test.

Further language testing, driving skills, H&S Knowledge, basic skills and clerical skills are also available.

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And the best bit...

Tests are included **free of charge** as a fundamental inclusion of Aaron Wallis' Recruitment Services.

All of the tests are delivered and completed online and other than you making your selection of tests.

For your chosen candidates we will take care of all of the rest. The majority of the tests take between 15 and 40 minutes and are multiple choice based. The tests have proven test validity and were developed by subject-matter experts to ensure content validity. For details of our test validation please contact us on the number below or email info@aaronwallis.co.uk

Many of the tests contains questions for basic, intermediate and advance skill levels and questions are randomised. The resulting reports then score the candidates overall and breaks down their answers by the different levels.

The results for the candidates can be viewed individually or in a group report comparing test Score rankings and percentages. The results are compared against the national average and each individual is graded with a percentile ranking. The results also detail the time taken to complete the test, the amount of questions answered and the amount answered correctly. Each test result also details a report on what the test was designed for and the subjects contained within the test.

And don't worry; Aaron Wallis staff are available to consult with you regarding the results! To ensure fairness and as a benchmarking exercise we are also more than happy to include Your own staff in the testing as part of your process to ensure that your recruitment process is fair.

The skills tests are also available in a variety of languages including Spanish, German, French and Italian. In addition our test provider offers free, live phone support to all candidates.

For a quotation, further information or to place a vacancy call Aaron Wallis on 01908 061400

(skills tests included as standard with Aaron Wallis' Recruitment Services)

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