

# AaronWallis

Skills Testing and 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.

Aaron Wallis Skills Testing is powered by Kenexa Prove It®! testing.

Over 800 validated assessments for Clerical, Software, Call Centre, Financial, Healthcare, Industrial, Legal, and Technical job classifications.

**Aaron Wallis Skills Testing is powered  
by Prove It®! testing and training.**

## **Why Choose Aaron Wallis Skills Testing?**

### **IMPROVES YOUR SCREENING PROCESS:**

Leverage cutting-edge technology to achieve superior results.

### **IDENTIFIES HIGHLY QUALIFIED CANDIDATES AND TRAINING NEEDS, QUICKLY AND EASILY:**

Detailed test results are generated immediately and reports are easily interpreted.

### **SIMULATES DESKTOP APPLICATIONS:**

Interactive tests support the vast majority of short cut keys; applicants will not be adversely scored for using the most efficient means possible to answer questions.

### **PROVEN TEST VALIDITY:**

Kenexa Prove It®! tests are developed by subject-matter experts to ensure content Validity.

### **LEARNING TOOLS:**

Kenexa Prove It®! has developed a series of interactive tutorials to complement the Microsoft Office assessment offering.

### **CUSTOMER DRIVEN:**

The Kenexa Prove It®! Team continually works with clients' business needs to drive the performance and development of products and services.

### **INDUSTRY-LEADING CUSTOMER SERVICE:**

Kenexa Prove It®! offers free, live phone support to candidates

## Software Titles

ACCPAC Pro Series  
 Adobe Acrobat 6.0 Standard  
 Adobe Acrobat 7.0 Standard  
 Adobe Illustrator CS  
 Adobe Illustrator CS2  
 Adobe InDesign CS  
 Adobe InDesign CS2  
 Adobe PageMaker 6.5  
 Adobe PageMaker 7.0  
 Adobe Photoshop 5.5  
 Adobe Photoshop CS  
 Adobe Photoshop CS2  
 Corel Presentations 9.0  
 Corel Quattro Pro 9.0  
 Corel WordPerfect 9.0 - Normal User  
 Corel WordPerfect 9.0 - Power User  
 Corel WordPerfect 9.0 - Whole Test  
 Desktop Publishing Theory Skills  
 FileMaker Pro 6  
 Dutch Microsoft Access 2000  
 Dutch Microsoft Excel 2000 - Normal User  
 Dutch Microsoft Excel 2000 - Power User  
 Dutch Microsoft Excel 2000 - Whole Test  
 Dutch Microsoft Internet Explorer 5.0  
 Dutch Microsoft Outlook 2000  
 Dutch Microsoft PowerPoint 2000  
 Dutch Microsoft Word 2000 - Normal User  
 Dutch Microsoft Word 2000 - Power User  
 Dutch Microsoft Word 2000 - Whole Test  
 French Microsoft Access 2000  
 French Microsoft Excel 2000 - Normal User  
 French Microsoft Excel 2000 - Power User  
 French Microsoft Excel 2000 - Whole Test  
 French Microsoft Internet Explorer 5.0  
 French Microsoft Outlook 2000  
 French Microsoft PowerPoint 2000  
 French Microsoft Word 2000 - Normal User  
 French Microsoft Word 2000 - Power User  
 French Microsoft Word 2000 - Whole Test  
 German Microsoft Access 2000  
 German Microsoft Excel 2000 - Normal User  
 German Microsoft Excel 2000 - Power User  
 German Microsoft Excel 2000 - Whole Test  
 German Microsoft Internet Explorer 5.0  
 German Microsoft Outlook 2000  
 German Microsoft PowerPoint 2000  
 German Microsoft Word 2000 - Normal User  
 German Microsoft Word 2000 - Power User  
 German Microsoft Word 2000 - Whole Test  
 Italian Microsoft Access 2000  
 Italian Microsoft Excel 2000 - Normal User  
 Italian Microsoft Excel 2000 - Power User  
 Italian Microsoft Excel 2000 - Whole Test  
 Italian Microsoft Internet Explorer 5.0  
 Italian Microsoft Outlook 2000  
 Italian Microsoft PowerPoint 2000  
 Italian Italian Microsoft Word 2000 - Normal User  
 Italian Microsoft Word 2000 - Power User  
 Italian Microsoft Word 2000 - Whole Test  
 Lotus 1-2-3 Millennium  
 Lotus Freelance Graphics Millennium  
 Lotus Notes 4.5 for Users  
 Lotus Notes 4.6  
 Lotus Notes 5.0 for Users  
 Lotus Notes 6.5 for Users  
 Lotus Notes R5  
 Lotus Word Pro Millennium  
 Microsoft Access 2000  
 Microsoft Access 2002  
 Microsoft Access 2003  
 Microsoft Access 97  
 Microsoft Excel 2000 - Normal User  
 Microsoft Excel 2000 - Power User  
 Microsoft Excel 2000 - Whole Test  
 Microsoft Excel 2002 - Normal User  
 Microsoft Excel 2002 - Power User  
 Microsoft Excel 2002 - Whole Test  
 Microsoft Excel 2003 - Normal User  
 Microsoft Excel 2003 - Power User  
 Microsoft Excel 2003 - Whole Test  
 Microsoft Excel 97 - Normal User  
 Microsoft Excel 97 - Power User  
 Microsoft Excel 97 - Whole Test  
 Microsoft FrontPage 2003  
 Microsoft Internet Explorer 5.0  
 Microsoft Internet Explorer 6.0  
 Microsoft Office 2000 Advanced Knowledge  
 Microsoft Office 2000 Integration  
 Microsoft Office 2003 Integration  
 Microsoft Office 97 Integration  
 Microsoft Office Advanced Knowledge  
 Microsoft Office XP Integration  
 Microsoft Outlook 2000  
 Microsoft Outlook 2002  
 Microsoft Outlook 2003  
 Microsoft Outlook 98  
 Microsoft PowerPoint 2000  
 Microsoft PowerPoint 2002 - Normal User  
 Microsoft PowerPoint 2002 - Power User  
 Microsoft PowerPoint 2002 - Whole Test  
 Microsoft PowerPoint 2003 - Normal User  
 Microsoft PowerPoint 2003 - Power User  
 Microsoft PowerPoint 2003 - Whole Test  
 Microsoft PowerPoint 97  
 Microsoft Project 2000  
 Microsoft Project 2002  
 Microsoft Project 2003  
 Microsoft Publisher 2002  
 Microsoft Windows 2000  
 Microsoft Windows 95  
 Microsoft Windows 98  
 Microsoft Windows NT 4.0  
 Microsoft Windows XP  
 Microsoft Word 2000 - Normal User  
 Microsoft Word 2000 - Power User  
 Microsoft Word 2000 - Whole Test  
 Microsoft Word 2002 - Advanced Documents  
 Microsoft Word 2002 - Normal User  
 Microsoft Word 2002 - Power User  
 Microsoft Word 2002 - Whole Test  
 Microsoft Word 2003 - Advanced Documents  
 Microsoft Word 2003 - Normal User  
 Microsoft Word 2003 - Power User  
 Microsoft Word 2003 - Whole Test  
 Microsoft Word 2000 Tutorial  
 Microsoft Word 2002 Advanced Documents Tutorial  
 Microsoft Word 2002 Tutorial  
 Microsoft Word 2003 Tutorial  
 Peachtree Accounting 2003 Tutorial  
 QuickBooks Pro 2000 Tutorial

## Free Learning Tools

Microsoft Access 2000 Tutorial  
 Microsoft Access 2002 Tutorial  
 Microsoft Access 2003 Tutorial  
 Microsoft Excel 2000 Tutorial  
 Microsoft Excel 2002 Tutorial  
 Microsoft Excel 2003 Tutorial  
 Microsoft Internet Explorer 5.0 Tutorial  
 Microsoft Office 2000 Integration Tutorial  
 Microsoft Office 2003 Integration Tutorial  
 Microsoft Outlook 2000 Tutorial  
 Microsoft Outlook 2002 Tutorial  
 Microsoft Outlook 2003 Tutorial  
 Microsoft PowerPoint 2000 Tutorial  
 Microsoft PowerPoint 2002 Tutorial  
 Microsoft PowerPoint 2003 Tutorial  
 Microsoft Windows 2000 Tutorial  
 Microsoft Windows XP Tutorial  
 Microsoft Word 2000 Tutorial  
 Microsoft Word 2002 Advanced Documents Tutorial  
 Microsoft Word 2002 Tutorial  
 Microsoft Word 2003 Tutorial  
 Peachtree Accounting 2003 Tutorial  
 QuickBooks Pro 2000 Tutorial

# Aaron Wallis

ACT! 2000 for Users  
Advanced Spelling  
Analytical Skills  
Audio Typing [5 Minutes] **NEW!**  
Basic Arithmetic  
Basic Computer Terminology  
Basic Numeric Conversion  
Basic Office Skills  
Basic Office Skills [No Math]  
Basic Office Skills [No Verbal]  
Basic Reading Comprehension  
Basic Spelling  
Bookkeeping  
Business Etiquette **NEW VERSION!**  
Business Systems Analyst  
Business Writing  
Clerical Proofreading  
Coding  
Counting  
Comparison Skills  
Computer Literacy  
Corrective Proofreading - Independent Films  
Corrective Proofreading - Reply Letter  
Corrective Proofreading - Restaurant Review  
Customer Service Mindset Survey  
Data Entry 10 Key [Hardcopy]  
Data Entry 10 Key [Onscreen]  
Data Entry 10 Key Quick Test [Hardcopy]  
Data Entry 10 Key Quick Test [Onscreen]  
Data Entry 10 Key With Decimals [Hardcopy]  
Data Entry 10 Key With Decimals [Onscreen]  
Data Entry Alpha Numeric [Hardcopy]  
Data Entry Alpha Numeric [Onscreen]  
Data Entry Check Number Database [Hardcopy]  
Data Entry Check Number Database [Onscreen]  
Data Entry Inventory Database [Hardcopy]  
Data Entry Inventory Database [Onscreen]  
Email Etiquette  
English as a Second Language  
Filing by Name  
Following Verbal Instructions [audio]  
Following Written Instructions  
French Canadian Basic Office Skills [No Math]

French Canadian Basic Office Skills [No Verbal]  
French Canadian Basic Office Skills  
French Canadian Basic Reading Comprehension  
French Canadian Office Grammar and Spelling  
French Typing - General [1 Minute Hardcopy]  
French Typing - General [1 Minute Onscreen]  
French-English Bilingual  
German Typing - General [1 Minute Hardcopy]  
German Typing - General [1 Minute Onscreen]  
German-English Bilingual  
Human Resources Basics  
Human Resources Benefits Knowledge  
Internet Basics  
Internet Research Skills  
Interviewing & Hiring Concepts  
Italian Typing - General [1 Minute Hardcopy]  
Italian Typing - General [1 Minute Onscreen]  
Italian-English Bilingual  
Listening Skills [audio]  
Macintosh Basics OS 9  
Mailroom Management Skills  
Marketing Fundamentals  
Matching - Alphanumeric  
Matching - Digit Numeric  
Matching - Images  
Matching - Numeric  
Math Word Problems  
Numeric Filing  
Numeric Proofreading  
Office Abbreviations  
Office Filing Skills  
Office Grammar & Spelling  
Office Management Skills  
Office Math Skills  
Payroll  
PeopleSoft HRMS  
Practice Typing Test - General [1 Minute Hardcopy]  
Practice Typing Test - General [1 Minute Onscreen]  
Proofreader's Marks  
Project Management for IT Professionals  
Project Management Fundamentals  
Punctuation

Reading Comprehension  
Recruiting Fundamentals  
Retention  
Sales Concepts  
SAS 9 - Data Analyst  
Shorthand  
Software Quality Assurance  
Software Testing  
Spanish Basic Office Skills  
Spanish Basic Office Skills [No Math]  
Spanish Basic Office Skills [No Verbal]  
Spanish Basic Reading Comprehension  
Spanish Office Grammar and Spelling  
Spanish Typing - General [1 Minute Hardcopy]  
Spanish Typing - General [1 Minute Onscreen]  
Spanish-English Bilingual  
Technical Terminology  
Typing - General [1 Minute Hardcopy]  
Typing - General [1 Minute Onscreen]  
Typing - General [3 Minute Hardcopy]  
Typing - General [3 Minute Onscreen]  
Typing - General [5 Minute Hardcopy]  
Typing - General [5 Minute Onscreen]  
U.K. Advanced Spelling **NEW!**  
U.K. Audio Typing [5 Minutes] **NEW!**  
U.K. Basic Computer Terminology **NEW!**  
U.K. Basic Office Skills **NEW!**  
U.K. Basic Office Skills [No Math] **NEW!**  
U.K. Basic Office Skills [No Verbal] **NEW!**  
U.K. Basic Reading Comprehension **NEW!**  
U.K. Basic Spelling **NEW!**  
U.K. Coding **NEW!**  
U.K. Computer Literacy **NEW!**  
U.K. Data Entry Alpha Numeric [Hardcopy] **NEW!**  
U.K. Data Entry Alpha Numeric [Onscreen] **NEW!**  
U.K. English as a Second Language  
U.K. Internet Basics **NEW!**  
U.K. Lotus Notes 5.0 for Users **NEW!**  
U.K. Numeric Filing **NEW!**  
U.K. Office Grammar and Spelling  
U.K. Office Maths Skills **NEW!**  
UK Typing - General [1 Minute Hardcopy]  
UK Typing - General [1 Minute Onscreen]  
Vocabulary  
Vocabulary - Homonym Usage

## Free Translation and Writing Samples

Translation Sample - English to French  
Translation Sample - English to Italian  
Translation Sample - English to Spanish  
Translation Sample - French Canadian to English  
Translation Sample - Italian to English  
Translation Sample - Spanish to English

Writing Sample - Advertising/Marketing  
Writing Sample - Collection Letter  
Writing Sample - Customer Service  
Writing Sample - Email  
Writing Sample - Market Research  
Writing Sample - Persuasive

Writing Sample - Sales Correspondence  
Writing Sample - Technical [List Form]  
Writing Sample - Technical [Paragraph Form]  
Writing Sample - Thank You Letter

## Accounting Titles

Accounting Terminology - Advanced  
Accounting Terminology - Basic  
Accounts Payable  
Accounts Receivable **NEW VERSION!**  
ACCPAC Pro Series  
ADP - Payroll  
Advanced Accounting  
Bookkeeping - Professional  
Business Income Tax  
Canadian Accounts Payable

Canadian Accounts Receivable  
Canadian Payroll  
Corporate Tax Accounting  
Cost Accounting  
Fixed Assets  
General Accounting  
General Ledger Knowledge  
Individual Income Tax  
JD Edwards  
MAS 90 - Bookkeeping

Partnership Tax Accounting  
Payroll Clerk  
Payroll Management  
Peachtree Accounting 2003  
QuickBooks Pro 2000  
QuickBooks Pro 2005  
QuickBooks Pro 2006  
Quicken 2003  
Simply Accounting 2006

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## Candidate Skills Testing

### Call Centre Titles

Call Centre 911 Operators  
Call Centre Advanced Spelling [audio]  
Call Centre Basic Spelling [audio]  
Call Centre Collections  
Call Centre Customer Service Scenario [audio]  
Call Centre Customer Service Survey  
Call Centre Data Entry [audio]  
Call Centre Environment [audio]  
Call Centre German-English Bilingual [audio]  
**NEW!**  
Call Centre Inbound Sales Skills

Call Centre Italian-English Bilingual [audio] **NEW!**  
Call Centre Listening Skills [audio]  
Call Centre Outbound Sales Skills  
Call Centre Math  
Call Centre Reference Manual [audio]  
Call Centre Retention [audio]  
Call Centre Spanish-English Bilingual [audio]  
Call Centre Technical Support  
Call Centre Telephone Etiquette  
Call Centre U.S. Cities Spelling [audio]  
Call Centre U.S. Geographic Locations

Call Centre U.S. State Abbreviations [audio]  
Call Centre World Geography  
Call Centre French Canadian-English Bilingual [audio]  
French Canadian Call Centre Customer Service Survey  
French Canadian Call Centre Telephone Etiquette  
Spanish Call Centre Customer Service Survey  
U.K. Call Centre World Geography

### Financial Titles

Auditing  
Bank Teller Skills  
Basic Bank Teller Skills  
Budget Aide Skills  
Budget Officer Skills  
BusinessObjects 5 - Client  
Casualty Insurance - Automobile  
Commercial Banking Knowledge  
Commercial Collections  
Commercial Insurance Knowledge  
Credit Analyst  
Credit Management  
Customer Service Mindset Survey  
Data Entry 10 Key [Hardcopy]  
Data Entry 10 Key [Onscreen]

Data Entry 10 Key Quick Test [Hardcopy]  
Data Entry 10 Key Quick Test [Onscreen]  
Data Entry 10 Key With Decimals [Hardcopy]  
Data Entry 10 Key With Decimals [Onscreen]  
Data Entry Alpha Numeric [Hardcopy]  
Data Entry Alpha Numeric [Onscreen]  
Data Entry Check Number Database [Hardcopy]  
Data Entry Check Number Database [Onscreen]  
Data Entry Inventory Database [Hardcopy]  
Data Entry Inventory Database [Onscreen]  
Financial Analysis  
Financial Management  
Financial Math

Financial Spelling  
Great Plains  
Investment Management: US Equities and Equities Products  
Loan Officer Skills  
Loan Processing  
Loan Underwriting Knowledge  
Payroll  
PeopleSoft Financials  
Property Insurance  
Property Management  
Purchasing Fundamentals  
SAP for Users  
U.K. SAP for Users

### Healthcare Titles

Bloodborne Pathogens - Infection Control  
Cultural Diversity **NEW!**  
Dental Assistant  
Dental Hygienist **NEW!**  
Dosage Calculations  
General Pharmaceutical Knowledge  
Healthcare Benefits Knowledge  
Healthcare Industry Terminology  
HIPAA Administration  
HIPAA - Clinical Staff  
JCAHO  
LPN/LVN  
Medical Assistant - Advanced  
Medical Assistant - Basic  
Medical Billing - Hospital (UB-92)  
Medical Billing Knowledge  
Medical Claims Processing  
Medical Collections  
Medical Office Personnel Skills  
Medical Receptionists  
Medical Records Coding [CPT] **NEW VERSION!**

Medical Records Coding [ICD -9]  
Medical Records Legal Issues  
Medical Spelling  
Medical Terminal Digit Filing  
Medical Terminology - Abbreviations  
Medical Terminology - Cardiovascular System  
Medical Terminology - Dental  
Medical Terminology - ER  
Medical Terminology - Gastrointestinal  
Medical Terminology - General  
Medical Terminology - Integumentary System  
Medical Terminology - Musculoskeletal  
Medical Terminology - Nervous System  
Medical Terminology - Oncology  
Medical Terminology - Ophthalmology  
Medical Terminology - Pediatrics  
Medical Terminology - Pharmacology  
Medical Terminology - Psychiatry  
Medical Terminology - Reproduction  
Medical Terminology - Respiratory  
Nurse Practitioner

Nursing Assistant  
Occupational Therapy  
Pharmaceutical Terminology  
Phlebotomy  
Physical Therapy  
Physician Assistant  
Practice Typing Test - Medical [1 Minute Hardcopy]  
Practice Typing Test - Medical [1 Minute Onscreen]  
Radiologic Technologist  
Registered Nurse (RN)  
Respiratory Therapy  
Spanish Medical Terminology - General  
Typing - Medical [1 Minute Hardcopy]  
Typing - Medical [1 Minute Onscreen]  
Typing - Medical [3 Minute Hardcopy]  
Typing - Medical [3 Minute Onscreen]  
Typing - Medical [5 Minute Hardcopy]  
Typing - Medical [5 Minute Onscreen]

### Legal Titles

Basic Litigation Knowledge  
Concordance  
Corel WordPerfect 9.0 - Normal User  
Corel WordPerfect 9.0 - Power User  
Corel WordPerfect 9.0 - Whole Test  
Court Reporting  
EEOC Compliance  
Legal Abbreviations  
Legal Assistant  
Legal Filing Skills  
Legal Spelling

Legal Staff Skills  
Legal Vocabulary  
Microsoft Word 2000 - Normal User  
Microsoft Word 2000 - Power User  
Microsoft Word 2000 - Whole Test  
Paralegal Skills  
Practice Typing Test - Legal [1 Minute Hardcopy]  
Practice Typing Test - Legal [1 Minute Onscreen]  
Sexual Harassment  
Summation Blaze 5.0  
Typing - Legal [1 Minute Hardcopy]

Typing - Legal [1 Minute Onscreen]  
Typing - Legal [3 Minute Hardcopy]  
Typing - Legal [3 Minute Onscreen]  
Typing - Legal [5 Minute Hardcopy]  
Typing - Legal [5 Minute Onscreen]  
U.K. Typing - Legal [1 Minute Hardcopy] **NEW!**  
U.K. Typing - Legal [1 Minute Onscreen] **NEW!**

## Industrial Titles

Assembly & Matching  
 AutoCAD 11  
 AutoCAD 14  
 AutoCAD 2000  
 AutoCAD 2004  
 Basic Arithmetic  
 AutoCAD 2006  
 Basic CNC  
 Basic Electronics  
 Basic Industrial Math  
 Basic Industrial Skills **NEW VERSION!**  
 Basic Injection Molding Skills  
 Basic Ruler Reading  
 Basic Warehousing Knowledge  
 Blueprint Reading  
 Class "A" Automotive Mechanics  
 Class "B" Automotive Mechanics  
 Class "C" Automotive Mechanics  
 Color Identification  
 Counting  
 Electrical Engineering - Electronics & Communication  
 Electrical Engineering - Power & Control  
 Electricians  
 Electronic Schematics  
 English Ruler Reading  
 Entry Level Industrial Skills  
 Finish Carpentry

Flooring Skills  
 Food Production  
 Forklift Operation  
 General Maintenance  
 Hazardous Material Handling  
 Home Inspection Skills  
 HVAC  
 Lathe Operator  
 Manufacturing Basics  
 Matching - Alphanumeric  
 Matching - Digit Numeric  
 Matching - Images  
 Matching - Numeric  
 Math & Reasoning Skills  
 Mechanical Engineering - Machine & Tool Design  
 Mechanical Engineering - Thermodynamics Fundamentals  
 Mechanical Reasoning  
 Metalworking Skills  
 Metric Ruler Reading  
 Micrometer & Calipers  
 OSHA  
 Plastic Fabrication Skills  
 Plumbing Quality  
 Press Break Operator  
 Product Packaging Skills  
 Quality Assurance Inspection

Resistor Colour Code  
 Rough Carpentry  
 Safety in the Workplace  
 Shipping and Receiving Clerk Skills  
 Shop Math  
 Soldering  
 SolidWorks 2006  
 Spanish Basic Industrial Math  
 Spanish Basic Industrial Skills  
 Spanish Basic Warehouse Knowledge  
 Spanish Counting  
 Spanish Entry Level Industrial Skills  
 Spanish Finish Carpentry **NEW!**  
 Spanish Forklift Operation  
 Spanish Math & Reasoning Skills  
 Spanish Mechanical Reasoning  
 Spanish Rough Carpentry **NEW!**  
 Spanish Safety in the Workplace  
 Spanish Shipping and Receiving Clerk Skills  
 Tools & Fasteners  
 Unit Conversion  
 Weights and Measures [Standard and Metric]  
 Welding  
 Wholesale Distribution Knowledge  
 Workplace Hazardous Materials Information System (WHMIS)

## Technical Titles

.NET Framework  
 .NET Framework 2.0  
 .NET Programming - ASP  
 .NET Programming - C#  
 .NET Programming - C++  
 .NET Programming - JScript  
 .NET Programming - Visual Basic  
 .NET Programming - Visual J#  
 A+  
 ABAP/4 for SAP  
 Access Basic 2.0  
 ACT! 2000 for Administrators  
 ACT! 2000 for Developers  
 Active Directory  
 Active Server Pages  
 ActiveX  
 ADABAS DBA  
 Adabas Natural  
 ADABAS Programming  
 AION Programming  
 ANSI SQL  
 Apache Web Server  
 AppleTalk  
 AppleTalk Networks  
 AS/400 Operations  
 Assembler  
 Assembler for IBM Mainframes  
 Basic Wireless Communications  
 Borland C++ Builder  
 BroadVision  
 BusinessObjects 5 - Designer  
 C Programming  
 C++ Programming  
 CGI Concepts  
 CICS/COBOL  
 Cisco Networking  
 Cisco Router  
 Citrix for Client Server Applications  
 Citrix MetaFrame  
 Citrix WinFrame  
 Client/Server Fundamentals

Clipper  
 COBOL **NEW VERSION!**  
 COBOL 400  
 COBOL for Year 2000 Programmers  
 COBOL II  
 Cognos Impromptu Knowledge  
 Cognos PowerPlay  
 Cold Fusion 4  
 Cold Fusion MX 6.1  
 Cold Fusion Scripting & Development  
 COM/DCOM Development in Delphi  
 COM/DCOM Development in Visual Basic  
 Computer Technician Skills  
 COOL: Gen  
 CORBA  
 Crystal Reports 11  
 Crystal Reports 7.0  
 Crystal Reports 8.0  
 Crystal Reports 8.5 for Developers  
 Data Communications Concepts  
 Data Modeling Concepts  
 Data Warehousing Concepts  
 DB2 5.x DBA  
 DB2 Developer  
 DB2 v.8 Mainframe DBA  
 DB2 v.8 UDB DBA  
 dBase III Plus  
 Delphi 3  
 Delphi 5  
 DHTML  
 DOS 6.x  
 Dreamweaver  
 E-Commerce Concepts: Architecture and Design  
 E-Commerce Concepts: Deployment  
 EDI (Electronic Data Interchange)  
 Enterprise JavaBeans (EJB)  
 Ethernet Networking **NEW!**  
 FORTRAN 77/90  
 GroupWise 5.x  
 Gupta/Centura

Hardware Troubleshooting  
 HTML 2.0/3.0  
 HTML 4.0 **NEW!**  
 HTML Developers  
 HTML Webmaster  
 IBM AIX 5.1 Administrator  
 IMS  
 iNet+  
 Informix  
 Internet Security  
 J2EE  
 J2SE  
 Java 1.1  
 Java 2  
 Java Applets Development  
 Java Beans Development  
 Java Enterprise Development  
 Java Entry Level  
 Java Server Pages  
 Java Servlets  
 Java Swing  
 JavaScript  
 JCL  
 LAN Hardware  
 Linux Administration  
 LoadRunner  
 Logical Reasoning - Deduction  
 Logical Reasoning - Mathematical  
 Lotus Domino 6 for Developers  
 Lotus Notes 4.0 for Developers  
 Lotus Notes 4.5 for Developers  
 Lotus Notes 5.0 for Developers  
 Lotus Notes Administration  
 Macintosh Technician OS 9  
 Macintosh Technician OS X  
 Macromedia Flash 5  
 Macromedia Flash MX 2004

...Technical Titles Continue...

## T e c h n i c a l   T i t l e s   [ c o n t i n u e d . . . ]

Microsoft Access 2000 for Developers  
 Microsoft Access 2002 for Developers  
 Microsoft Access 2003 for Developers  
 Microsoft Exchange Server 2000 Administration  
 Microsoft Exchange Server 2003 Administration  
 Microsoft Exchange Server 5.5  
 Microsoft Foundation Class  
 Microsoft Internet Information Server (IIS) 4.0  
 Microsoft Office 2000 Help Desk  
 Microsoft Office 2003 Help Desk  
 Microsoft Office 4.2 Help Desk  
 Microsoft Office 95 Help Desk  
 Microsoft Office 97 Help Desk  
 Microsoft Office XP Help Desk  
 Microsoft Site Server 3.0  
 Microsoft Transaction Server  
 Microsoft Visio 2002  
 Microsoft Windows 2000 Data Center Administration  
 Microsoft Windows 2000 Professional Installation  
 Microsoft Windows 2000 Server Administration  
 Microsoft Windows 2000 Server Installation  
 Microsoft Windows 2000 Server Installation Procedures  
 Microsoft Windows 2003 Server Administration  
 Microsoft Windows 2003 Server Installation Procedures  
 Microsoft Windows 2000 Technical Skills  
 Microsoft Windows 2000 Troubleshooting  
 Microsoft Windows 3.1 Troubleshooting  
 Microsoft Windows 95 Technical Skills  
 Microsoft Windows 95 Troubleshooting  
 Microsoft Windows 98 Technical Skills  
 Microsoft Windows 98 Troubleshooting  
 Microsoft Windows NT 4.0 Server Administration  
 Microsoft Windows NT 4.0 Server Installation  
 Microsoft Windows NT 4.0 Troubleshooting  
 Microsoft Windows NT 4.0 Workstation Installation  
 Microsoft Windows Programming  
 Microsoft Windows XP Technical Skills  
 Microsoft Windows XP Troubleshooting  
 MVS  
 Netscape Webserver  
 Network Administration  
 Network Security  
 Novell Directory Services (NDS)  
 Novell NetWare 3.12  
 Novell NetWare 4.x  
 Novell NetWare 5.x  
 Object Oriented Programming (OOP)  
 Object PAL 5.0  
 Oracle 10g DBA  
 OLAP Concepts  
 Oracle 10g for Developers  
 Oracle 7.3 DBA  
 Oracle 7.3 Developer  
 Oracle 8 DBA  
 Oracle 8 Developer  
 Oracle 8.i  
 Oracle 9i DBA  
 Oracle 9i for Developers  
 Oracle Applications DBA  
 Oracle Designer 2000  
 Oracle Developer 2000  
 Oracle Financials 11  
 OS/2 for Administrators  
 OS/2 for Users  
 Paradox Application Language 4.0  
 Pascal  
 PeopleSoft  
 PeopleSoft 7 DBA  
 PeopleSoft 7 Developer  
 PeopleSoft 8 DBA  
 PeopleSoft 8 Developer  
 Perl 5  
 PHP  
 PHP 4  
 PHP 5  
 PHP Scripting  
 PL/SQL  
 PowerBuilder 4.0  
 PowerBuilder 5.0  
 PowerBuilder 6.0  
 PowerBuilder 8.0  
 PowerBuilder 10  
 Pro/ENGINEER  
 Project Management for IT Professionals  
 Rational Rose  
 Relational Database Design (RDBMS)  
 RPG III  
 RPG IV (RPG LE)  
 SAP Database  
 SAS 6 - IT Professional  
 SAS 8.2  
 SCO Unix for Administrators  
 SCO Unix for Users  
 Siebel 7  
 Smalltalk  
 Solaris Administrator  
 SPSS  
 SQA Robot  
 SQL Entry Level  
 SQL for Client-Server Applications  
 SQL for Desktop Applications  
 SQL Server 2000 DBA  
 SQL Server 2000 for Developers  
 SQL Server 2005 for Developers  
 SQL Server 6.5  
 SQL Server 6.5 Developer  
 SQL Server 7.0 DBA  
 SQL Server 7.0 Developer  
 Sybase 11  
 Sybase 12  
 Sybase DBA  
 Sybase Developer  
 Systems Management Server 2 (SMS)  
 TCP/IP  
 Technical Support - IT/Network  
 Technical Support Processes  
 Telecommunications  
 TestDirector 8  
 Transact SQL  
 U.K. Lotus Notes 5.0 for Developers **NEW!**  
 UML

### Free Code Samples

Code Sample - ASP - File Operations  
 Code Sample - ASP.NET - Date/Time Operations  
 Code Sample - C Sharp - Date/Time Operations  
 Code Sample - C Sharp - File Operations  
 Code Sample - Java - Date/Time Operations  
 Code Sample - Java - File Operations  
 Code Sample - Java Script - Date/Time Operations  
 Code Sample - Java Script - File Operations  
 Code Sample - VB Script - Date/Time Operations  
 Code Sample - VB.NET - Date/Time Operations  
 Code Sample - Visual Basic - Date/Time Operations  
 Code Sample - Visual Basic - File Operations



## **B e h a v i o r a l   T i t l e s** **P r e d i c t i v e   B e h a v i o u r a l   A s s e s s m e n t s**

Our behavioural assessment tools are ideal for most sales, service, managerial and administrative positions. These assessments have a proven track record of predicting performance across multiple organizations, while remaining free of any adverse impact.

### **Administrative Support**

Hourly positions: billing clerk, secretary, administrative assistant, accounts payable/receivable clerk, collector.

### **Assets Protection Manager**

Salaried position in retail loss prevention, supervising others

### **Bank Teller**

Hourly bank positions focusing on customer service and sales.

### **Call Centre Inbound**

Hourly Call Centre positions focusing on customer service: inbound position.

### **Call Centre Outbound**

Hourly Call Centre positions focusing on sales: outbound position.

### **Call Centre Supervisor**

Hourly or salaried team leader/supervisory positions in a Call Centre environment.

### **Distribution Associate**

Hourly positions in distribution centres or warehouses: order filler, receiver, equipment operator, and materials handler.

### **Health Care Associate**

Hourly positions: nursing assistant, dietary aide, and home health aide.

### **Hospitality Associate**

Guest-service and heart-of-the-house positions in hotels and restaurants.

### **Manager**

First-level to mid-level management positions in service industries other than retail.

### **Post-Computer**

Hourly coding/problem resolution of claims in an insurance environment: no direct customer contact.

### **Pre-Computer and Enrolment**

Hourly data entry roles in an insurance environment.

### **Property Management**

Salaried positions: apartment property manager, assistant property manager, and leasing agent.

### **Reconciliation**

Hourly coding/problem resolution of claims in an insurance environment: direct customer contact.

### **Retail Associate**

Hourly positions in retail: sales associate, cashier, stocker.

### **Retail Manager**

Salaried store positions: store manager and assistant store manager.

### **Sales Professional**

Candidates for incentive-based compensation positions.

### **Service Associate**

Hourly positions in customer service.

### **Telesales & Service**

Hourly positions: customer service representative, reservation sales agent, collector, and telemarketing.

### **Travel Professional**

Incentive-based compensation positions in travel agencies.



# Aaron Wallis

## Skills Testing and Assessment Brochure

All of the tests are delivered and completed online and other than you making your selection of tests 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](mailto:info@aaronwallis.co.uk)

Each test contains questions for basic, intermediate and advance skill levels and questions can be randomised.

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 global 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.

The skills tests are also available in a variety of languages including Spanish, French and Italian.

In addition our test provider offers free, live phone support to all candidates.

Tests are included as a fundamental inclusion of Aaron Wallis' Recruitment Services. For individual testing the cost is £160 per four candidates (upto three skills tests per candidate). Please note that consultation on the results from Aaron Wallis is not offered with this option.

**For a quotation, further information or to place a vacancy**  
**(skills tests included as standard with Aaron Wallis' Recruitment Services)**  
**call Aaron Wallis on 01908 764280**