

# Aaron Wallis

## Recruitment Solutions

Skills Testing and Assessment Brochure

### 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 1050 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

## **Our Most Popular Tests:**

- **U.K. Sales Concepts**
- **U.K. Basic Office Skills**
- **Marketing Fundamentals**
- **Internet Research Skills**
- **U.K. Call Centre Inbound Sales Skills**
- **U.K. Call Centre Outbound Sales Skills**
- **U.K. Analytical Skills**
- **U.K. Call Centre Telephone Etiquette**
- **U.K. Computer Literacy**
- **U.K. Logical Reasoning**
- **U.K. Logical Reasoning**
- **U.K. Maths and Reasoning Skills**
- **U.K. Microsoft Excel 2007 - Normal User**
- **U.K. Microsoft Outlook 2007**
- **U.K. Microsoft PowerPoint 2007 - Normal User**
- **U.K. Microsoft Word 2007 - Normal User**
- **U.K. Vocabulary**
- **U.K. Writing Sample - Persuasive.**
- **U.K. Writing Sample - Sales Correspondence .**

**Please see the next page for full test descriptions.**

As you'll see from the brochure we also offer testing on the full Microsoft Office Suite at Beginner, Intermediate and Advanced levels together with language testing - written and listening. We can also undertake typing testing of your selected candidates.

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.

## Descriptions of Our Most Popular Tests

**U.K. Sales Concepts** - This assessment contains 38 questions. The U.K. Sales Concepts test was created to assess the skill level of a sales representative. It can be used in any sales industry as it covers the basic skills needed to be successful in sales. This test includes such topical areas as; Rapport Building, Opening, Probing, Supporting, Objections, and Closing.

**U.K. Basic Office Skills** - This assessment contains 47 questions. The U.K. Basic Office Skills test measures basic math and verbal skills. Topics include Basic Math (adding numbers, subtracting fractions), Business Math (business related word problems), Filing Skills (recognizing alphabetical order), Grammar, and Spelling. This test is designed for job candidates who need basic math and verbal skills in order to perform their job successfully.

**Marketing Fundamentals** - This assessment contains 46 questions. The Marketing Fundamentals test is aimed at assessing the skill level of the test taker in identifying marketing strategies, applying pricing, setting plans, conducting research as well as creating promotions. This test is appropriate to administer to entry level marketing personnel.

**Internet Research Skills** - This assessment contains 42 questions. The Internet Research Skills test covers basic terminology of the Internet and the methodology of Internet research, including information evaluation. The test especially focuses on Boolean and symbol searches as well as Internet search tools.

**U.K. Call Centre Inbound Sales Skills** - This assessment contains 39 questions. A candidate who successfully completes this test will have demonstrated a well-versed knowledge of call centre sales, service, operations, and procedures. Questions are based on situations and issues often encountered in call centre environments. The test contains questions that range from basic to advanced. Hence, it is not advisable to gauge a candidate's skill as "lacking" if they have merely one year of experience in the field and fail to answer the advanced questions correctly. While this test is appropriate for a candidate that has a minimum of one year's experience in the field, it is intended to present questions that are challenging to the seasoned call centre employee as well.

**U.K. Call Centre Outbound Sales Skills** - This assessment contains 52 questions. This test for U.K. Call Centre Outbound Sales Skills was created to aid in identifying potentially successful outbound sales call centre employees and applicants. The following categories are examples of those types of typical areas addressed within the test; Acceptance of Criticism - ability to use critical feedback to enhance performance, Assertiveness - ability to portray confidence interpersonally, Drive/Motivation - willingness to be productive and to succeed and Versatility - Ability to work on several different tasks at once. IMPORTANT: This test cannot be randomised because questions throughout the test will reference the previous question's data!

**U.K. Analytical Skills** - This assessment contains 30 questions. The U.K. Analytical Skills test focuses on evaluating the cognitive skills that are traditionally considered analytical. Such skills include determining the next in a sequence, identifying differences, drawing comparisons, visualising written cues, as well as delineating between linear relations.

**U.K. Call Centre Telephone Etiquette** - This assessment contains 34 questions. The U.K. Call Centre Telephone Etiquette test covers and examines a general variety of skills, knowledge, and prior training for the Call Centre Telephone professional. This assessment is focused on evaluating a trained customer service agent's communication skills along with their ability to recognise proper telephone etiquette, the best way to handle calls, department priorities, and the ability to provide first class customer service under any circumstances.

**U.K. Computer Literacy** - This assessment contains 31 questions. The U.K. Computer Literacy assessment is designed to measure the skills of a person familiar with some of the technical aspects of computer knowledge as well as knowledge generally known by users. This test is ideal for the user with some understanding of how to keep a computer running at its optimal performance level, as well as fix basic computer problems. The test addresses simple computer troubleshooting and maintenance as well as the basics of navigating through Windows (2000 and XP). Topics include Hardware, Software, and Windows.

**U.K. Logical Reasoning - Deduction** - This assessment contains 20 questions. The U.K. Logical Reasoning - Deduction assessment focuses on evaluating deductive reasoning concepts. It is suggested that pencil and paper is used with this assessment.

**U.K. Logical Reasoning - Mathematical**. This assessment contains 25 questions. The U.K. Logical Reasoning - Mathematical assessment focuses on evaluating deductive reasoning affiliated with mathematical concepts. Pencil and paper is suggested to use with this assessment.

**U.K. Maths and Reasoning Skills** - This assessment contains 39 questions. The Maths & Reasoning Skills test covers such topics as percentages, multiplication, fractions, word problems, patterns, and comparisons. This assessment would be appropriate to give to any person who needs to use maths and/or reasoning skills on a regular basis.

**U.K. Microsoft Excel 2007 - Normal User** - This assessment contains 30 questions. U.K. Microsoft Excel 2007 is a popular spreadsheet application. It is included in the Microsoft Office Package, which also includes Word and PowerPoint. The U.K. Microsoft Excel 2007 - Whole Test combines both the Normal and Power User Test. The U.K. Microsoft Excel 2007 - Normal User test is designed to test clerical level users of Excel who are required to edit, develop, and create Excel Workbooks. This test assesses the user's ability to create and develop a basic Excel workbook, including the most commonly used commands for formatting cells, navigation through the application, using formulas, and changing the overall appearance of the spreadsheet. The U.K. Microsoft Excel 2007 - Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Excel 2007 from those who are conversant with the full functionality of the software. The primary topics include advanced formatting and formula writing. This test is designed to test candidates who will be required to use some of the more advanced features of the program, while the bulk of their responsibilities fall within conducting more basic level activities.

**U.K. Microsoft Outlook 2007** - This assessment contains 30 questions. U.K. Microsoft Outlook 2007 is a comprehensive personal information application, which combines Internet/Interoffice e-mail, a calendar and task list, address book and contact information and notes and journals. Outlook is used to handle communication as well as organise information for individuals. It is part of Microsoft Office 2007. This test is designed for anyone who uses Outlook for their e-mail communication. This test assesses the user's ability to use common functions such as sending email and adding contacts as well as more advanced functions including arranging meetings and creating tasks. Topics include Application Features, Calendar, Contacts, E-mail, Notes and Tasks.

**U.K. Microsoft PowerPoint 2007 - Normal User** - This assessment contains 30 questions. U.K. Microsoft PowerPoint 2007 (also known as version 12.0) is a presentation designer used to create overhead slides and computer-based presentations. This program is included in Microsoft Office 2007, which also includes Word and Excel. The Whole Test combines both the Normal and Power User tests. U.K. Microsoft PowerPoint 2007 - Normal User test assesses the user's ability to perform common functions such as creating and formatting a presentation. This

**U.K. Microsoft PowerPoint 2007 - Power User** test is designed to assess candidates who will be required to use some of the more advanced features of the programme on a daily basis. Graphics, Multimedia, Importing and Exporting and Animation are among some of the topics addressed in this examination.

**U.K. Microsoft Word 2007 - Normal User** - This assessment contains 30 questions. Microsoft Word 2007 aims to evaluate the skill level of the test taker in navigating through Microsoft Word 2007 (U.K. version) as well as their ability to complete several commonly used tasks. The Whole Test combines both the Normal and Power User tests. The tasks in the U.K. Microsoft Word 2007 - Normal User test include formatting a document, inserting pictures, creating tables, sorting data, and conducting mail merges. This U.K. Microsoft Word 2007 - Power User test attempts to provide a basis for separating candidates who have limited exposure to Microsoft Word 2007 from those who are conversant with the full functionality of the software. Advanced formatting, Charts, Themes, Styles and Table of Contents are among some of the topics addressed in this examination. This test is designed to assess candidates who will be required to use some of the more advanced features of the program on a daily basis.

**U.K. Vocabulary** - This assessment contains 45 questions. The U.K. Vocabulary test aims at assessing the test taker's grasp on the English language in the specific context of the office environment. The vocabulary contained herein are often used in business communications, be they written or verbal.

**U.K. Writing Sample - Persuasive**. This assessment contains 1 questions. The U.K. Writing Sample - Persuasive aims to display the writer's ability to use persuasive language in an internal correspondence. The final sample, in memo form, will provide an idea of the writer's skill level in providing justifications, communicating desires and using professional language toward the ends of persuasion. Because gauging writing skills is a highly subjective endeavor, we leave it to you to determine the level of writing effectiveness represented by the candidate's sample. We do believe though, that providing a controlled, immediate writing environment helps to assess the skills of the writer, in context.

**U.K. Writing Sample - Sales Correspondence** . This assessment contains 1 questions. The U.K. Writing Sample - Sales Correspondence aims to display the writer's ability to compose a short, persuasive letter. The final sample will provide an idea of the writer's skill level in crafting a short sales oriented letter. Because gauging writing skills is a highly subjective endeavor, we leave it to you to determine the level of writing effectiveness represented by the candidate's sample. We do believe though, that providing a controlled, immediate writing environment helps to assess the skills of the writer, in context.

Titles of Our other tests by Category



# 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

# Aaron Wallis

## 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  
UNIX Administrator  
UNIX Programming  
UNIX Users  
VBScript  
Visual Basic 4.0  
Visual Basic 5.0  
Visual Basic 6.0  
Visual Basic 6.0 for Applications (VBA)  
Visual C++ 4.0  
Visual C++ 6.0  
Visual FoxPro 3.0  
Visual FoxPro 6.0  
Visual FoxPro 8.0  
Visual InterDev 6.0  
Visual J++ 1.1  
Visual J++ 6  
VSE/DOS  
WAN Architecture  
Web Commerce Security  
Web Design Mastery  
WebLogic Portal 7.0  
WebLogic Server 7.0  
WebSphere 4.0  
WebSphere MQ V5  
WinRunner 6.02  
WinRunner 7.6  
XML  
X-Window Systems

### 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

# Aaron Wallis

## Recruitment Solutions

### Skills Testing and Assessment Brochure

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](mailto: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 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 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.

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



**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**