

## SELECT.JE SKILLS TESTING & TRAINING CENTRE :

**Our Cloud based online suite is used to assess candidates' ability & competence to undertake specific roles which is beneficial in assisting with the recruitment & selection process.**

**Our series of tests provide an invaluable verification of a candidate's actual skills & competencies & a reliable means of evaluating their suitability for the role.**

**Question:** What is our cloud based online suite used for?

**Answer:** The suite is used for & has been created to support recruitment selection &/or any organisation in the assessment, selection, retention & development of staff.

### Core Functions:

Pre-employment screening to measure competency  
On-going assessment of skills for existing employees (to identify training requirements)  
Confirmation of learning (testing what you teach to ensure retention of knowledge)  
Benchmarking skill levels in your business or team

### What industries can it be used for:

General secretarial & office support  
Administrative roles  
Contact / customer service centre staff  
Junior to mid-level managers  
Accountancy & bookkeeping

Assessments & training can be launched either in the Select.je offices, your own offices, or at a remote location of your choice. This allows the individual freedom of when & where exercises are taken.

### Features & Benefits of using our Testing suite:

Compare candidates across your company, or even globally  
Compare individuals' skills to determine the best fit  
Save time with fast candidate screening  
Remove discrimination risks by basing decisions on facts around actual skill levels  
Comprehensive reporting – full breakdown of results



**SELECT.JE SKILLS TESTING / ASSESSMENT LIBRARY**

**Assessments £100 for applicants not introduced by Select.je for 6 assessments**

General Assessments	Time
<b>Attention to Detail</b> – This assessment is ideal for measuring error checking ability and attention to detail. Individuals must spot the ‘odd one out’ to find errors.	5 - Minutes
<b>General Aptitude</b> – This assessment will measure your general skills including literacy, numeracy and visual comparisons.	15 - Minutes
<b>Basic Literacy</b> - This assessment covers basic literacy skills including spelling, punctuation, grammar, and comprehension.	5 - Minutes
<b>Basic Numeracy</b> – This assessment measures basic mathematical skills, including arithmetic, fractions, money and data handling.	8 - Minutes
<b>Inspection</b> – A number of images are shown and the individual must spot any differences or anomalies. This is ideal for more industrial work.	7 - Minutes
<b>Reading Measurements</b> - Individuals are shown a range of different measuring tools like dials, rulers and gauges and asked to interpret measurements on them.	5 - Minutes
<b>Understanding Instructions</b> - A range of written instructions are shown on screen. Individuals will need to be able to read and understand the instructions to answer the questions.	15 - Minutes

Literacy	Time
<b>Basic Literacy</b> - This assessment covers basic literacy skills including spelling, punctuation and grammar, and comprehension.	5 - Minutes
<b>Basic Spelling 01 &amp; 02</b> - These spelling tests use basic words spoken via the audio and require the individual to enter them on screen.	5 - Minutes
<b>Intermediate Spelling</b> - Consisting of ten intermediate words spoken through the audio which require entering on screen.	5 - Minutes
<b>Advanced Spelling</b> – This assessment measures spelling ability of ten advanced words spoken via the audio that must be entered on screen.	5 - Minutes
<b>Legal Spelling</b> - Using ten legal themed words spoken via the audio, this test measures spelling ability once the words are entered on screen.	5 - Minutes
<b>Medical Spelling 01, 02, 03 &amp; 04</b> – A variety of different tests using medical themed words spoken via the audio and entered on screen, to measure spelling ability.	5 - Minutes
<b>Geographical Spelling</b> - This assessment measures spelling ability in terms of places and uses fifty geographical locations in the UK, spoken via the audio.	15 - Minutes
<b>General On-Screen Spelling</b> – No audio is required for this test. Individuals must choose the correct spelling of a word from a number of on-screen options.	5 - Minutes
<b>Synonyms</b> - This assessment asks the individual to select the word which has the same meaning as the given word displayed.	5 - Minutes
<b>Verbal Reasoning</b> - This assessment is more comprehensive and advanced than basic literacy. It provides information and asks the user to interpret, comprehend and apply appropriate logic to select an answer.	30 - Minutes

GDPR – Data Protection & Security	
<b>GDPR</b> - Testing knowledge of The General Data Protection Regulation. Choose from two tests, ideal for colleagues and candidates if the individual is working with personal data. Both tests cover knowledge of the regulations including obligations, penalties and data storage. Choose from the quick or full test covering 20 or 40 questions respectively.	10-20 Minutes

<b>Office Based Cyber Security</b> - A quick multiple-choice test designed to verify understanding of Office Based Cyber Security. This mirrors the content in the Office Based Information Security training materials looking at roles and responsibilities when it comes to cyber security.	10 - Minutes
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<b>Numeracy</b>	
<b>Basic Numeracy</b> - This assessment measures basic mathematical skills including arithmetic, fractions, money and data handling.	8 - Minutes
<b>Numeric Reasoning (Quick or Full)</b> - These tests measure numerical reasoning by providing information that requires you to interpret it and then apply appropriate logic to obtain an answer. Choose from the quick or full versions. Both tests are more comprehensive and advanced than the Basic Numeracy assessment.	20/60 Minutes
<b>Numeric Fill in the Blanks</b> - This assessment measures speed and ability to answer basic mathematical questions by filling in the appropriate answer.	5 - Minutes
<b>Numeric Multiple Choice</b> - This assessment measures speed and ability to answer basic mathematical questions.	5 - Minutes
<b>Reading Measurements</b> - This assessment measures the ability to read measurements from a variety of visual displays like dials, gauges and rulers.	5 - Minutes

<b>Accountancy</b>	
<b>Sage 50 09 - Sales &amp; Purchase (multiple choice)</b> - This assessment measures knowledge of the Sales and Purchasing side of Sage 50 2009. All the questions are multiple choice.	20 - Minutes
<b>Sage 50 09 - Nominals (Multiple Choice)</b> - This assessment measures knowledge of the Nominal and Financial side of Sage 50 2009. All the questions are Multiple Choice.	20 - Minutes
<b>Basic Bookkeeping</b> – This assessment measures knowledge of basic bookkeeping.	5 - Minutes
<b>Intermediate Bookkeeping</b> – This assessment measures knowledge of intermediate bookkeeping.	30 - Minutes
<b>Payroll</b> – This assessment measures knowledge of Payroll.	5 - Minutes

<b>Listening / Audio - Data Entry</b>	
<i>All of these assessments require audio/sound. Individuals hear the audio and must enter data in the relevant fields quickly and accurately.</i>	

<b>Financial Data Entry</b> – Individuals hear audio with a financial theme and enter the data as quickly and accurately as possible.	5 - Minutes
<b>Generic Data Entry</b> – General information is played through the audio. The individual enters this as quickly and accurately as possible.	5 - Minutes
<b>Retail Data Entry</b> – Retail themed data is heard through the audio and must be keyed in as quickly and accurately as possible.	5 - Minutes
<b>Travel Data Entry</b> – Travel themed data is heard through the audio and must be keyed in as quickly and accurately as possible.	5 - Minutes
<b>Insurance Data Entry</b> - This assessment measures the ability to type information as it is spoken through the headset. The audio has an insurance theme.	5 - Minutes

<b>Audio Typing</b>	
<i>These assessments have a single script, presented as text or audio, that must be typed quickly and accurately.</i>	
<b>Legal Audio Tape 80wpm - 100wpm</b> - This assessment measures the ability to key information as it is spoken through the headset. The audio is spoken at a maximum of 100wpm and concentrates on legal terminology.	5 - Minutes

<b>Medical Audio Tape 80wpm - 100wpm</b> - This assessment measures the ability to key information as it is spoken through the headset. The audio is spoken at a maximum of 100wpm and concentrates on medical terminology.	5 - Minutes
<b>Standard Audio Tape</b> - This assessment measures the ability to key information as it is spoken through the headset. The audio is a standard secretarial audio.	5 - Minutes

<b>Contact Centre/ Dealing with Clients</b>	
<i>Each assessment is a simulation of a phone call. The individual can choose from multiple possible responses, each weighted with a different number of marks.</i>	
<b>Teamwork</b> - This assessment gives you different scenarios relating to teamwork issues.	8 - Minutes
<b>Call Handling</b> - This assessment gives you different scenarios relating to call handling.	8 - Minutes
<b>Complaining Customers</b> - This assessment gives you different scenarios relating to complaining customers and their issues.	8 - Minutes

<b>Copy Typing</b>	
<i>These tests measure speed and accuracy. A script is displayed on screen and must be typed up as quickly and as accurately as possible.</i>	
<b>Basic Copy Typing 01 &amp; 02</b> - This assessment measures the ability to copy information from one screen and then key it into a different screen. The text has a general theme and 2 versions of the test are available.	5 - Minutes
<b>Advanced Copy Typing</b> - This assessment measures the ability to read and copy information from one screen to another. The text covers more advanced information than the basic copy typing test.	5 - Minutes
<b>Legal Copy Typing</b> - This assessment measures the ability to copy information from one screen and then key it into a different screen. The text has a legal theme	5 - Minutes
<b>Medical Copy Typing</b> - This assessment measures the ability to copy information from one screen and then key it into a different screen. The text has a medical theme.	5 - Minutes

<b>Data Entry</b>	
<i>These tests measure both speed and accuracy of entering industry specific data. All data is fictional but accurately represents people, places, values etc dependant on the industry. Individuals must key in the information in the relevant areas on screen.</i>	
<b>Financial</b> – The data has a financial theme including monetary values.	5 - Minutes
<b>General</b> - The data is general and non-specific to an industry.	5 - Minutes
<b>Retail</b> – The data has a retail theme including contact details, store and production information.	5 - Minutes
<b>Travel</b> – The data has a travel theme including global locations and fictional hotel, flight and passenger details.	5 - Minutes
<b>Insurance</b> – The data has an insurance theme including fictional personal information and insurance policy details.	5 - Minutes
<b>Numeric</b> – The data is numerical	5 - Minutes

<b>Health &amp; Safety</b>	
<b>Health &amp; Safety</b> – This assessment measures general knowledge and understanding of best practice health and safety techniques in the workplace. It incorporates a number of mandatory questions that must be answered correctly, as a minimum legal requirement, for the candidate to pass the test.	20 - Minutes

<b>Microsoft Office 2010 &amp; 2013</b>	
<b>Word (Basic, Intermediate &amp; Advanced)</b> - These assessments measure the ability to understand and use a range of functions in Word. Choose from basic, intermediate or advanced levels. Questions include formatting, printing, sharing documents, using help, spell checker and mail merge functions.	10 - Minutes
<b>Word (Mixed Level)</b> - This assessment measures the ability to understand and use a mixture of basic, intermediate and advanced functions in Word, pulling questions from each level.	20 - Minutes
<b>Excel (Basic, Intermediate &amp; Advanced)</b> - These assessments measure the ability to understand and use a range of functions in Excel. Choose from basic, intermediate or advanced levels. Questions cover formatting, using formulas, managing data, functions and working with charts and pivot tables.	20 - Minutes
<b>Excel (Mixed Level)</b> - This assessment measures the ability to understand and use a mixture of basic, intermediate and advanced functions in Excel. The test presents answers in a mixture of styles including drag and drop, hot-spot, multiple choice and true or false.	20 - Minutes
<b>PowerPoint (Basic, Intermediate &amp; Advanced)</b> - These assessments measure the ability to understand and use a mixture of functions in PowerPoint. Questions cover slide design and layout, formatting, working with shapes, images and charts, running the slide show and animation.	10 - Minutes
<b>PowerPoint (Mixed Level)</b> - This assessment measures the ability to understand and use a mixture of basic, intermediate and advanced functions in PowerPoint. The test presents answers in a mixture of styles, including drag and drop, hot-spot, multiple choice and true or false.	20 - Minutes
<b>Outlook (Basic, Intermediate &amp; Advanced)</b> - These assessments measure the ability to understand and use a variety of functions in Outlook. Questions cover email management, contacts and the address book, commands and formatting, tasks and calendar and diary management.	10 - Minutes
<b>Outlook (Mixed levels)</b> - This assessment measures the ability to understand and use a mixture of basic, intermediate and advanced functions in Outlook. This test presents answers in a mixture of styles including drag and drop, hot- spot, multiple choice and true or false.	20 - Minutes

<b>Microsoft Office 2016 &amp; 2021: Word and Excel</b>	
<b>Word: General Understanding &amp; Common Tasks</b> - Measuring knowledge and ability with Word and disciplines such as file management, selecting, editing and inserting text, the clipboard, printing, the user interface, document navigation and shortcuts.	15 - Minutes
<b>Word: Formatting</b> - Questions cover formatting text, paragraphs, pages, document styles and structures including alignment, styles and spacing.	15 - Minutes
<b>Word: Tables &amp; Illustrations</b> - This test covers table structures and formatting, working with table data and illustrations including images, shapes and charts.	15 - Minutes
<b>Word: Document Review &amp; Referencing</b> - Specific areas covered include headers and footers, references and footnotes, document helper and proof reading, managing document changes, links and embedding.	15 - Minutes
<b>Word: Advanced &amp; Specialist Tasks</b> - The disciplines here cover Advanced and specialist tasks in Word such as document security, mail merge, macros, advanced file types, advanced formatting and advanced tables.	15 - Minutes
<b>Excel: General Understanding &amp; Common Tasks</b> - This test covers the basics of working with Excel 2016 including file management, working with cells, rows and columns, shortcuts, the Excel interface and printing.	15 - Minutes

<b>Excel: Formatting &amp; Reviewing</b> - Covering all the common formatting tasks like data and cell formatting, using hyperlinks, formatting worksheets, headers and footers and reviewing the worksheet.	15 - Minutes
<b>Excel: Formulae &amp; Functions</b> - Writing formulae, using absolute references, reviewing formulae including tracing precedents and dependants, look-up functions and logical functions like 'and' or 'if'.	5 - Minutes
<b>Excel: Working with Data</b> - Covering how to sort and filter data, common data tools like auto-filling and paste special, creating and editing charts, working with sparklines, conditional formatting and pivot tables.	15 - Minutes

<b>Psychometric – Personality Assessments - £25.00</b>	
<b>Personality Questionnaire</b> - A self reflective questionnaire asking individuals to rate how strongly they agree or disagree with a statement. Results show whether the respondent is above, below or about average in 10 personality trait areas compared to a norm group of UK working adults. Trait areas are: <b>Change, Connecting, Leadership, Trust and Goal Focus.</b>	10 - Minutes

<b>Reasoning</b>	
<b>Numerical Reasoning (Quick or Full)</b> - These tests measure numerical reasoning by providing information that requires you to interpret it and then apply appropriate logic to obtain an answer. Choose from the quick or full versions. Both tests are more comprehensive and advanced than the Basic Numeracy assessment.	20 /60 Minutes
<b>Verbal Reasoning</b> - This assessment is more comprehensive and advanced than basic literacy. It provides information and asks the user to interpret, comprehend and apply appropriate logic to select an answer.	30 - Minutes
<b>Prioritization</b> - This assessment measures the ability of an individual to prioritise their workload. It uses different work-related scenarios and using logic, reasoning and problem sensitivity, the individual must put the displayed actions in their chosen order of priority.	40 - Minutes

## SELECT.JE TRAINING LIBRARY

<b>Training (all training is FREE to applicants placed by Select.je)</b>
<i>All online training material is video based and broken into topics or modules. The learner can pace themselves, dipping in and out of the training material as required. Topics can also be revisited as needed.</i>

<b>Business Training - £50</b>	45 - Minutes
Business Correspondence, includes Professional Letter and Email writing. Topics covered include general etiquette, structuring and correspondence, greeting and close, grammar rules and using the correct tone	

<b>Compliance and Governance Training - £25</b>	1 Hour
Office Based Cyber Security. This comprehensive training is available under the Open Government Licence v3.0 Crown Copyright and has been included for the benefit of ISV Online users. It covers a range of topics looking at Cyber Security including protecting and sharing information, information in the workplace, working on the move, staying safe online and fraud.	

<b>Microsoft Office 2013 Training - £50 each or £100 for all programs</b> Covering all 4 of the popular Microsoft Office programs, choose from Word, PowerPoint, Excel and Outlook.	
Each of the training programs is split into basic, intermediate and advanced topics covering areas like opening, formatting and saving material through to advanced areas like goal seeking and pivot tables in Excel, and mail merge and protecting documents in Word.	

<b>Sage 2014 Training - £75</b>	9hrs 30 Minutes
Covering Sage Line 50 – 2014 version, this comprehensive training starts with the basics like setting up a company and works through using Sage for customers, suppliers, looking at nominal ledgers, financials, banking, invoicing as well as using the setting and tools. <i>Full training program takes over 9 hours but is broken down into modules</i>	

<b>Telephone Training - £50</b>	
Each course is just over 1 hour long and focuses on getting the best results from phone interactions including first impressions, the power of words, psychology of persuasion and dealing with difficult customers. Covers the following three areas: Customer Service Inbound Sales Outbound Sales	
	3hrs 30 Minutes

<b>Management Training - £75</b>
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Business Strategy Motivation & Teamwork Performance Management Planning & Organising The 5 Principles of Business Leadership	9 hours
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