

# Skills Tests

From clerical, call centre, healthcare, food service and retail to accounting, IT, legal and finance, job skill requirements vary widely by position. Talegent Skills Assessments offer a data set of over 300 hands-on job skills to meet your specific needs.

Using our platform, you can quickly and easily configure your own custom candidate skills test session to screen small groups or thousands – and get back advanced reporting and analysis.



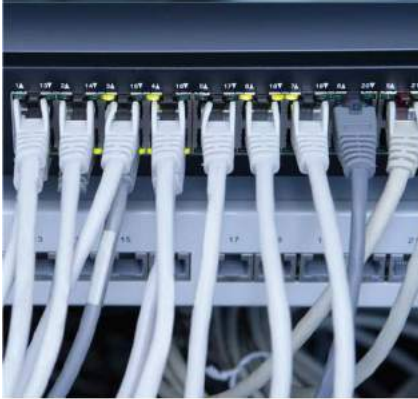
SKILLS TESTS

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Please note that there are skills tests for earlier versions of many of the programs. Enquire now to see if the version you are looking for is available.



SKILLS TESTS



## ACCOUNTING & FINANCIAL

- Peachtree Complete Accounting 2003
- Intuit QuickBooks Pro 2004
- Intuit QuickBooks Pro 2006
- Peachtree Complete Accounting 2005
- Intuit QuickBooks Pro 2008
- Peachtree Complete Accounting 2009
- Accounting and Bookkeeping Principles (US)
- Intuit QuickBooks Pro 2010
- Intuit QuickBooks Pro Plus 2011
- Debt Collection
- MS Dynamics AX 2009 - Financials
- Sage Simply Accounting Pro 2011 (US)
- Bank Teller Skills
- MYOB AccountRight Plus 19 (UK)
- Accounting and Bookkeeping Principles
- NetSuite 12.1 - Financials
- MYOB AccountRight Plus 19
- Intuit QuickBooks Enterprise Solutions 2012
- Financial Analysis
- MS Dynamics GP 2010 - Financials
- Financial Accounting
- Intuit QuickBooks Enterprise Solutions 2014
- Money Handling (US)
- Money Handling (CA)

## APPLICATION & WEB DEVELOPMENT

- Perl 1.0
- CGI
- Macromedia Flash 4
- Java 2 Standard Edition 1.5
- Java GUI
- C++
- ActiveX
- MS Visual Basic 6
- Visual Basic Script
- XML
- Allaire ColdFusion 4.5
- Active Server Pages .NET
- C
- HTML 4.01
- JavaScript 1.4
- MS FrontPage 2000
- Borland Delphi
- CORBA
- MS Visual Interdev
- IBM CICS
- Macromedia Authorware
- Active Server Pages 3.0
- MS Visual C++
- Sybase Powerbuilder
- Macromedia Dreamweaver 4
- VRML
- MS .NET Framework 1.1
- Java 2 Enterprise Edition 1.4
- CoBOL
- C #
- WebLogic Server 9.2
- Java Enterprise Edition 5
- Macromedia Dreamweaver 8
- Macromedia Flash Professional 8
- Active Server Pages .NET 2.0
- MS Visual Studio 2005
- MS Visual Basic 2005
- MS Visual Source Safe
- Java Technologies: Hibernate, Spring, and Struts
- Software Testing
- Adobe Flash CS3 Professional - Windows
- MS .NET Framework 2.0
- Adobe Dreamweaver CS3
- Ajax Programming
- PHP 5
- Quality Assurance
- HP WinRunner 9.2
- Visual Basic.NET
- Ajax Frameworks
- Adobe ColdFusion 8
- RubyOnRails 2.1
- Active Server Pages.NET 3.5
- MS Visual Studio 2008 Professional
- MS .NET Framework 3.5
- Python 2.6
- XHTML 1.0
- Adobe Flash CS3 Professional - Macintosh
- MS SharePoint 2007

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## APPLICATION & WEB DEVELOPMENT

- Java Frameworks: Hibernate 4
- MS Sharepoint Server 2010 for General Use
- MS Visual Studio 2010 Professional
- Java Frameworks: Spring 2.5
- Perl 5 Version 14
- C# 4.0
- Java Frameworks: Struts 2
- jQuery 1.6.2
- Web Analytics
- MS .NET Framework 4.0
- MS Visual Basic 2010
- SOA Design and Development Knowledge
- HTML5
- Salesforce Spring '12 - Development
- WebSphere Application Server 8.0
- Adobe ColdFusion 9
- Cascading Style Sheets 3
- Android 4 Programming
- RubyOnRails 3.2
- MS SharePoint 2010 - Development
- MS Dynamics CRM 2011 - Development
- Search Engine Optimisation Fundamentals
- Objective-C Programming
- WordPress 3.4.2
- Drupal 7.18
- Joomla 2.5
- Adobe Dreamweaver CS6 - Windows
- Adobe Flash Professional CS6 - Windows
- IBM FileNet P8 Version 5.1 - Administration
- IBM FileNet P8 Version 5.1 - Development
- Programming Design Patterns
- MS SharePoint 2013 - Administration
- MS SharePoint 2013 - Development
- AngularJS 1.4.5
- C++ 11
- Python 3.5.0
- PHP 7
- Java Standard Edition 8
- C# 6.0
- Node.js 7



## DATABASES & BUSINESS INTELLIGENCE

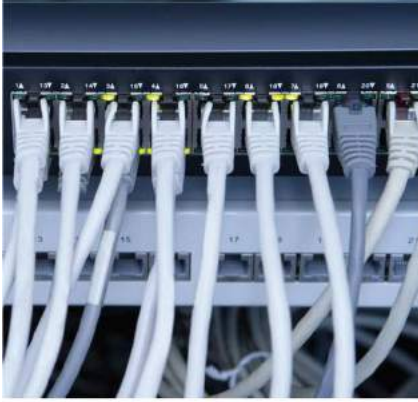
- IBM DB2
- Relational Databases
- MS Office 2000 - Access
- Oracle Administration
- Seagate Crystal Reports 8.5
- MS Office XP - Access
- MS SQL Server 7
- MS Visual FoxPro 6
- MySQL 4
- MS SQL Server 2000 - Administration
- MS Office 2003 - Access
- MS SQL Server 2005
- MS Visual FoxPro 9
- MS Office 2007 - Access
- MS Office 2003 - Access SQL
- Crystal Reports 2008
- MS SQL Server 2008- Programming
- Oracle 10g Administration
- MySQL 5.5
- MS Office 2010 - Access
- Oracle SQL Developer Data Modeler 3.0
- Oracle Developer
- Oracle PL/SQL
- MS SQL Server 2012 - Administration
- MS Office 2013 - Access
- Oracle PL/SQL 11
- Informatica PowerCenter 9 - Development
- MS SQL Server 2012 - Database Administration

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## Desktop Publishing Software

- Adobe Photoshop 5.5 - Macintosh
- Adobe Illustrator 4.0
- QuarkXpress 4.0 - Macintosh
- QuarkXPress 4.0 - Windows
- Adobe Photoshop 5.5 - Windows
- Corel WordPerfect 8.0
- Adobe PageMaker 4.0
- Adobe Photoshop CS2 - Windows
- Adobe Illustrator CS2 - Windows
- Adobe InDesign CS2 - Windows
- MS Office 2007 - Visio
- Adobe Illustrator CS3
- Adobe InDesign CS3 - Windows
- Adobe Fireworks CS3 - Windows
- Adobe Acrobat 9.0
- Adobe FrameMaker 8
- Adobe PageMaker 7.0 - Windows
- Adobe PhotoShop CS3 - Macintosh
- Adobe PhotoShop CS5 Extended - Windows
- Adobe Illustrator CS5 - Windows
- Adobe Acrobat Pro 10
- MS Office Publisher 2007
- Adobe Photoshop CS3 - Windows
- MS Office Publisher 2010
- MS Publisher 2010
- Adobe Photoshop CS6 - Windows
- Adobe InDesign CS6
- Adobe InDesign CC 2017

## Engineering, Industrial & Design

- Adobe Photoshop 5.5 - Macintosh
- Adobe Illustrator 4.0
- QuarkXpress 4.0 - Macintosh
- QuarkXPress 4.0 - Windows
- Adobe Photoshop 5.5 - Windows
- Corel WordPerfect 8.0
- Adobe PageMaker 4.0
- Adobe Photoshop CS2 - Windows
- Adobe Illustrator CS2 - Windows
- Adobe InDesign CS2 - Windows
- MS Office 2007 - Visio
- Adobe Illustrator CS3
- Adobe InDesign CS3 - Windows
- Adobe Fireworks CS3 - Windows
- Basic Electronics
- Telecommunications
- AutoCAD 2010 for General Use
- Mechanical Engineering Skills
- Electrical Engineering Skills
- Basic Industrial Math
- Forklift Skills
- Units and Conversions Skills
- Basic Industrial Maths (AUS/NZ)
- Civil Engineering Skills
- Mechanical Aptitude
- Reading Rulers - English and Metric Units
- CNC Skills
- HVAC Skills
- Assembly Skills

## Enterprise Resource Planning

- SAP R3 Basis

## General Abilities

- Email Etiquette
- Technical Writing Skills
- Office Filing
- Data Checking
- Attention to Detail
- Cybersecurity Awareness

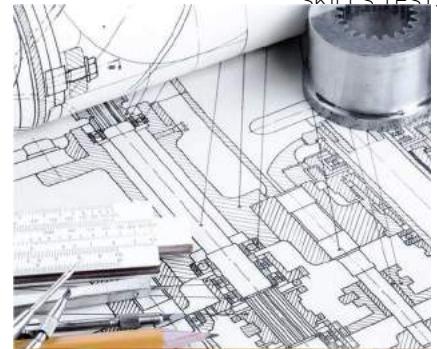
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## Hardware & Networking

- OS-MVS-Job Control Language
- MS Exchange Server 2000
- TCP/IP
- MS Exchange Server 2003
- PC Hardware
- MS Exchange Server 2010
- VMware
- Routing Fundamentals
- LAN Switching & Wireless Fundamentals
- Networking Essentials
- MS System Center Configuration Manager (SCCM) 2012
- MS System Center Operations Manager (SCOM) 2012
- VMware vSphere 6.0
- MS Exchange Server 2016



## Healthcare

- Medical Terminology
- Pharmaceutical Terminology
- First Aid
- Medical Office Administration Skills
- Medical Coding
- Registered Nursing Skills
- Home Health Aide
- HIPAA - Health Insurance Coverage
- HIPAA - Privacy and Security Standards
- Medical Billing
- Medical Transcription
- Nursing Skills
- Child Care
- Medical Dosage Calculations
- Dental Terminology



## Hospitality Industry

- Guide and Tour Operator Skills
- Event Planning Skills
- Front Desk Skills
- Food and Beverage Serving Skills
- Room Service Management Skills



## Human Resources

- Human Resources
- Training Skills

## Language & Communication

- English Spelling and Vocabulary (US)
- French Language (FR)
- English Proofreading (US)
- Spanish Language (ES)
- English Proofreading (UK)
- English Spelling and Vocabulary (UK)
- Business Communication
- English Spelling and Vocabulary
- English Language
- English Proofreading
- German Language (DE)
- Italian Language (IT)
- Portuguese Language (BR)
- Japanese Language (JP)
- French Language (CA)
- Modern Arabic Language

## Legal, Safety and Administration

- Legal Terminology (US)
- Discrimination in the Workplace
- Workplace Safety
- Property Management
- Environmental, Health and Safety
- Labor and Employment Law - California
- Labor and Employment Law - General (US)

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SKILLS TESTS

## Lotus

- Lotus Notes for Users
- Lotus Notes Administration
- Lotus Notes 8.5
- Lotus Notes for Users

## Management

- Leadership Skills
- Time Management
- Project Management
- Management Skills

## Microsoft Office Software

- MS Office 2000 - Excel
- MS Office 2000 - Outlook
- MS Office 2000 - Powerpoint
- MS Office 2000 - Word
- MS Office XP - Outlook
- MS Office XP - PowerPoint
- MS Office 2003 - Excel Functions
- MS Office 2003 - Outlook
- MS Office 2003 - PowerPoint
- MS Office 2003 - Visio
- MS Office 2003 - VBA
- MS Office 2007 - OneNote
- MS Office 2010 - PowerPoint
- MS Office 2010 - Outlook
- MS Office 2010 - Excel
- MS Office 2010 - Word
- MS Office Project 2007
- MS Office XP - Excel
- MS Office XP - Word
- MS Office 2007 - Word
- MS Office 2007 - Excel
- MS Office 2007 - PowerPoint
- MS Office 2003 - Excel
- MS Office 2003 - Word
- MS Office 2007 - Visio(AUS/NZ)
- MS Office 2007 - Outlook
- MS Office 2010 - Excel Functions
- MS Office 2013 - Word
- MS Office 2013 - Excel
- MS Office 2013 - Excel
- MS Office 2013 - PowerPoint
- MS Office 2013 - Outlook
- MS Office 2013 - Outlook
- MS Office 2013 - PowerPoint(AUS/NZ)
- MS Office 2013 - Word
- MS Office 2010 - Excel Simulation
- MS Office 2010 - Word Simulation
- MS Office 2010 - Outlook Simulation
- MS Office 2010 - PowerPoint Simulation
- MS Office Project Professional 2013
- MS Office 2013 - Excel Simulation
- MS Office 2013 - Word Simulation
- MS Office 2016 - Excel
- MS Office 2016 - Word
- MS Office 2013 - Outlook Simulation
- MS Office 2016 - PowerPoint
- MS Office 2016 - Access
- MS Office 2013 - PowerPoint Simulation
- MS Office 2016 - Outlook
- MS Office 2016 - Outlook(AUS/NZ)
- MS Office 2019 - Excel
- MS Office 2019 - Word
- MS Office 2019 - PowerPoint
- MS Office 2019 - Outlook
- MS Office 2019 - Access

## Operating Systems & Internet Browsers

- MS Windows 98
- MS Windows 2000 Professional
- MS Windows NT 4 Administration
- Linux
- Solaris
- MS Windows 2000 Server
- Sun Solaris System Administration
- MS Windows XP for General Use
- MS Windows XP Basic Features
- MS Windows Server 2003
- Windows Vista
- MS Windows Server 2008
- MS Windows 7
- Windows Internet Explorer 8
- Macintosh OS X 10.6 for General Use
- Google Chrome 10
- Firefox 4
- System Administration for Windows and Macintosh OS
- Oracle Solaris 11 Express Administration
- Unix Administration
- MS Dynamics CRM 2011 for General Use
- Salesforce Summer '12 - Administration
- Windows 8
- Internet Explorer 10
- Macintosh OS X 10.8 for General Use
- MS Windows Server 2012 R2 Standard
- Google Apps for General Use
- MS Windows 10 for General Use

## Primary Work Skills

- Basic Math
- IT Industry Acronyms
- Basic Computer Knowledge for Windows
- Quantitative Analysis
- Digital Literacy Simulation

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## Retail

- Warehousing Skills
- Warehouse Pick and Pack Skills
- Web Merchant Skills
- General Retail Knowledge
- Retail Marketing Skills
- Sales Clerk Skills
- Retail Call Center
- Warehousing Skills (ES)

## Sales & Marketing

- Marketing Concepts
- Sales Concepts
- Retail Math
- Web Search Skills
- Search Engine Marketing
- Salesforce CRM Spring '12 for General Use
- Social Media Marketing
- Salesforce Summer '12 - Administration

## Typing

- Fill-in Form Typing
- Contact Data Entry
- Typing Contact Data Entry (Audio)
- General Typing (Audio)
- General Typing
- Alpha Numeric Typing
- Typing Business Text
- Ten Key Typing



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Talegent's assessments provide me with valuable insight into a candidate's abilities and potential.

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THE PEOPLE POWERHOUSE

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The Talegent suite of psychometric and skills testing are the best on the market, the superior quality speaks for itself. What is even better is the exceptional customer service, ability to tailor solutions and provide thorough training. Talegent is the only brand I trust for my clients businesses.

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BUILDING FUTURES

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