

SKILLS ASSESSMENTS

Clerical

Publisher	Product	Description	Details
SkillCheck	Admin Clerical Skills	<p>Available as separate tests. Variety of tests measuring essential clerical and office skills such as Grammar, Spelling, Filing, Vocabulary, Proofreading (Error Detection), Typing, Checking, Coding, Message Taking, Receptionist & Secretarial Skills.</p> <p><i>Useful for selection of individuals for administrative/clerical roles.</i></p>	
	Identity Workplace Skills	<p>Assess a variety of skills, such as mathematical & verbal reasoning, language, attention to detail and analysing skills. Contains 80 items.</p> <p><i>Useful for lower level roles that require a moderate level of verbal and numerical ability and attention to detail.</i></p>	
Saville	Swift Comprehension Aptitude	<p>Combined test of verbal comprehension, numerical comprehension, and error checking.</p> <p><i>Useful for screening of administrative, customer service, operational and commercial roles, especially when time is of the essence.</i></p>	12 mins