



## SkillCheck®

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SkillCheck provides more than 800 skills assessment products, covering the broadest range of clerical, software, call center, financial, healthcare, industrial, legal, and technical candidate competencies. Hallmark products feature performance-based tests for Microsoft™ Office. Available for PC, network and Internet deployment, SkillCheck's assessment products deliver a powerful combination of performance-based and knowledge-based questions, along with unsurpassed test-creation functionality that enables you to meet your precise business needs.

### PRODUCT PACKAGES

SkillCheck offers the following product packages:

#### **Accounting Knowledge Test Pack**

Bookkeeping, business documents, cost accounting, depreciation, financial statements, inventory, math, payables, payroll, Peachtree Accounting, Quikbooks, receivables, tax, and terminology.

#### **Call Center Skills**

Audio data entry, customer service scenario, data analysis, data entry, telemarketing, and sales scenario.

#### **Clerical Test Package**

Audio transcription, business math, checking, coding, customer service, data entry, filing, grammar, letter setup, office manager, proof reading, receptionist, and secretarial.

#### **Computer Literacy Skills**

Microsoft Office skills, problem solving hardware, and software.

#### **Human Resource Department Staffing Test Pack**

Benefits/Eligibility, Benefits Quick Assessment, CPC Certification Prep, HR Legal Quick Assessments, HR Generalist, HR Legal, HR Generalist Quick Assessment, Interviewing Quick Assessment, Interviewing Quick Assessment, and Interview and Screening.

#### **Microsoft Office 2000**

Access, Excel, Outlook, PowerPoint, Word, Windows 98, Windows 2000, and Windows Me.

#### **Microsoft Office XP**

Access, Excel, Outlook, PowerPoint, Word, Windows 98, Windows 2000, Windows Me.

#### **Microsoft Office 2003**

Access, Excel, Outlook, PowerPoint, Word, Windows 98, Windows 2000, and Windows Me.

**Job Types:** Office workers or positions requiring specific software knowledge.

**Time:** Set by administrator (approximately 30 minutes).