

eJobs Recruitment Specialists Financial Planning Division



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Online Tests

(effective from 1/4/2009)

What are they?

Through our CareersMultiList franchise we offer a large selection of inexpensive online tests and training services – just \$45 + GST each!

Benefits for Practice:

- Test your Candidates or Staff online anywhere, anytime
- Enhance your Candidate selection process
- Identify staff training needs
- Easy to use and cost effective
- Receive your results reports immediately

How to Order:

Let us know which Tests you require. Once you have paid for the tests we will email you your log-in Code. Your detailed results will be emailed to you immediately upon completion.

Online Skills Tests – All \$45 + GST only

1. Microsoft Office Skills Tests

Microsoft Word

Please Tick Required Tests

Word 2007- Essentials ?

20 questions, 25 minutes

This test contains only basic and intermediate questions. This assessment evaluates the candidate's experience in using templates to create new documents, saving documents for previous versions of Word users, printing and viewing documents, creating and formatting tables, paragraphs, font styles, graphics, and bulleted and numbered lists, modifying page layout options including footers, margins, and pagination, and using mail merge features to create documents for mass mailings.

Word 2003 - Complete ?

30 questions, 35 minutes

This test evaluates the candidate's experience in organizing and formatting tables, paragraphs, fonts styles, AutoText entries, bulleted and numbered lists, envelopes and labels, formatting and managing

documents using templates, print settings, spelling and grammar tools, creating content with clipart, graphics, charts and symbols, and using document reviewing features to share information with other users.

Word 2003 - Essentials

?

20 questions, 25 minutes

This test contains only basic and intermediate questions. This test evaluates the candidate's experience in organizing and formatting tables, paragraphs, fonts styles, AutoText entries, bulleted and numbered lists, envelopes and labels, formatting and managing documents using templates, print settings, spelling and grammar tools, creating content with clipart, graphics, charts and symbols, and using document reviewing features to share information with other users.

Word 2002 - Complete

?

30 questions, 35 minutes

Word 2002 is the word processing component of the Microsoft Office XP suite. This test evaluates the candidate's experience in creating and managing document files, using the Task Pane and Smart Tag features, editing and sorting text, printing documents, using graphics and drawing objects, formatting text and document pages, creating hyperlinks and custom toolbars, inserting and managing a table of contents, formatting tables, and sharing information with other users and Office 2002 applications.

Word 2002 - Essentials

?

20 questions, 25 minutes

Word 2002 is the word processing component of the Microsoft Office XP suite. This test, containing only basic and intermediate questions, measures the candidate's basic and intermediate experience in creating and managing document files, using the Task Pane and Smart Tag features, editing and sorting text, using graphics and drawing objects, and formatting text and document pages.

Word 2000 - Complete

?

30 questions, 35 minutes

This test evaluates the candidate's experience in creating and managing document files, editing and sorting text, printing documents, using graphics and drawing objects, formatting text and document pages, creating hyperlinks and custom toolbars, adding AutoText entries, running macros, inserting and managing a table of contents, and sharing information with other users and Office 2000 applications.

Word 2000 - Essentials

?

20 questions, 25 minutes

Asking only basic and intermediate questions, this test measures the candidate's basic and intermediate experience in creating and managing document files, editing and sorting text, printing documents, using graphics and drawing objects, formatting text and document pages, and creating hyperlinks.

Microsoft Excel

Excel 2003 - Complete

?

30 questions, 35 minutes

This test evaluates the candidate's experience in creating data and content, analysing data, printing and viewing workbooks and spreadsheets, formatting data and content, managing workbooks, and collaborating with others.

Excel 2003 - Essentials

?

20 questions, 25 minutes

This test contains only basic and intermediate questions. This test evaluates the candidate's experience in creating data and content, analysing data, printing and viewing workbooks and spreadsheets, formatting data and content, managing workbooks, and collaborating with others.

Excel 2002 - Complete

?

30 questions, 35 minutes

This test evaluates the candidate's experience in creating and managing worksheets, entering and managing data, using formulas and functions, and using the Task Pane.

Excel 2002 - Essentials

20 questions, 25 minutes

This test measures the candidate's basic and intermediate experience in creating and managing worksheets, entering and managing data, using formulas and functions, and using the Task Pane.

?

Excel 2000 - Complete

30 questions, 35 minutes

This test evaluates the candidate's experience in creating and managing worksheets, entering and managing data, applying filters, inserting and modifying charts and performing calculations.

?

Excel 2000 - Essentials

20 questions, 25 minutes

Asking only basic and intermediate questions, this test measures the candidate's experience in creating and managing worksheets, entering and managing data, inserting and modifying charts, and performing calculations.

?

Microsoft Outlook

Outlook 2003 - Complete

30 questions, 35 minutes.

This test measures the candidate's basic and intermediate knowledge and skill in using the Microsoft Outlook 2003 e-mail application to format, print, and manage incoming and outgoing messages and attachments, schedule appointments and meetings, create, manage, and share calendars and contacts, and configure basic Outlook messaging options.

?

Outlook 2002 - Complete

30 questions, 35 minutes

This test evaluates a candidate's knowledge and skill in using the Microsoft Outlook 2002 e-mail application to create and view messages, schedule appointments and meetings, create and manage contacts, use journal entries, assign tasks, and customize Outlook configurations to automate and simplify message management.

?

Outlook 2002 - Essentials

20 questions, 25 minutes

This test measures the candidate's basic and intermediate knowledge and skill in using the Microsoft Outlook 2002 e-mail application to create and view messages, schedule appointments and meetings, and create and manage contacts.

?

Outlook 2000 - Complete

30 questions, 35 minutes

This test measures the candidate's knowledge and skill in using Microsoft Outlook to manage personal information documents, such as email messages, meetings, and tasks. The Microsoft Outlook 2000 test measures the candidate's ability to create new messages, manage existing messages, work with tasks, meetings, and journal entries, use Outlook Today and manage contacts.

?

Outlook 2000 - Essentials

20 questions, 25 minutes

This test measures the candidate's basic and intermediate ability to manage personal information documents, such as email messages, meetings, and tasks. The Microsoft Outlook 2000 test measures the candidate's ability to create new messages, manage existing messages, work with tasks, meetings, and journal entries, and manage contacts.

?

Microsoft Powerpoint

PowerPoint 2003 - Essentials

?

20 questions, 25 minutes

This test measures the candidate's basic and intermediate knowledge and skill in creating and modifying presentations, formatting slides and slide text, adding graphics and special effects, and delivering presentations.

PowerPoint 2002 - Complete

?

30 questions, 35 minutes

This test evaluates the candidate's experience in creating and managing presentations, inserting and modifying charts, animation, audio files, and hyperlinks.

PowerPoint 2002 - Essentials

?

20 questions, 25 minutes

This test contains only basic and intermediate questions, and measures the candidate's basic and intermediate experience in creating and managing presentations, and inserting and modifying charts.

PowerPoint 2000 - Complete

?

30 questions, 35 minutes

This test evaluates the candidate's experience in creating and managing presentations, inserting and modifying charts, animation, audio files, and hyperlinks.

PowerPoint 2000 - Essentials

?

20 questions, 25 minutes

This test measures the candidate's basic and intermediate experience in creating and managing presentations, and inserting and modifying charts and animation.

Microsoft Project**Project 2002**

?

30 questions, 180 seconds per question allowed

Designed for experienced users, this test covers the following topics: Features and Functionality, Programming and Customization, Project Budgeting, Project Planning, Project Reporting, Project Resources, Project Scheduling, Project Tracking, and Project Views.

Project 2000

?

30 questions, 180 seconds per question allowed

This test measures the candidate's experience in creating new projects, adding and assigning resources and tasks, customising project settings, tracking and analysing project programs.

2. Clerical Skills Tests

Please Tick Required Tests

Business Communication Skills

?

30 questions, 35 minutes

This test assesses the ability to use basic grammar appropriately, use appropriate business tone, respond with complete and accurate information, and apologize when appropriate

Comprehension Skills

?

30 questions, no time limit

This test measures a candidate's ability to read, interpret, and refer to content of various lengths, answer questions based on the content provided, comprehend main and supportive ideas, draw conclusions from what is stated or implied in the content, and analyse and draw conclusions about contrasting and complementing relationships of ideas and concepts.

Data Entry - Alphanumeric	?
5 minutes This test measures the candidate's speed and accuracy at typing text and numbers into forms.	
Data Entry - Numeric	?
5 minutes This test measures the candidate's speed and accuracy at typing numbers into forms.	
Data Entry - Ten Key	?
3 minutes This test measures the candidate's ability to enter numbers using a numeric keypad. The test measures accuracy and speed.	
English Grammar Knowledge	?
30 questions, 20 minutes This test measures the candidate's ability to correctly use the various parts of speech in written communication. The General Clerical Grammar assessment covers subject-verb agreement, sentence structure, and punctuation.	
English Vocabulary	?
30 questions, 180 seconds per question allowed This test measures the candidate's knowledge of English vocabulary. Designed for all English speakers, this test covers the following topics: Analogies, Challenging words, Foreign words used in the English language, and Professional terms.	
Shorthand	?
3 minutes This test measures a candidate's speed and accuracy at taking shorthand notes while listening to a dictation recording and transcribing the shorthand notes to a word processor.	
Spelling Skills	?
30 questions, 10 minutes This multiple-choice test identifies the candidate's ability to identify correctly spelled words in written communication. The General Clerical Spelling multiple-choice assessment covers plurals, prefixes, suffixes, abbreviations, and common errors.	
Typing Test	?
5 minutes This test measures a candidate's speed and accuracy at typing from a text original. This typing test uses the following formula to determine the Net Words Per Minute score: Net Words Per Minute = Gross Words Per Minute - Total Errors. This test complies with Australian Standard 2708.	
Writing a Business Letter	?
30 minutes This test measures the candidate's ability to accurately type and make corrections from a text original containing grammar, punctuation, spelling, and formatting errors.	
Editing a Business Letter	?
15 minutes This test measures the candidate's ability to accurately make corrections from a business letter containing punctuation, spelling, and formatting errors.	

3. Accounting Skills Tests

Please Tick Required Tests

Accounts Payable

?

30 questions, 30 minutes

This test measures a candidate's knowledge and skill level in processing receivables, paying and coding invoices, calculating purchase discounts and sales tax, expense report reimbursements, verifying and authorising payment vouchers, General Ledger entries and adjustments, and account postings.

Accounts Receivable

?

30 questions, 30 minutes

This test measures a candidate's knowledge and skill level in calculating late charges, discount terms, and uncollectibles, understanding accrual-based accounting and aging schedules, journal entries, balancing accounts, and reconciling bank statements.

Bookkeeping Skills

?

35 questions, 30 minutes

This test evaluates a candidate's knowledge and skill level in calculating gross wages, preparing worksheets and financial statements, balancing accounts, determining depreciation and cost of goods, interest calculations, journal entries, and knowledge of basic bookkeeping terms and definitions.

General Accounting Skills

?

35 questions, 30 minutes This test measures a candidate's knowledge and skill level in classifying assets, calculating taxes and payroll, determining depreciation and gross profit margin, preparing worksheets and financial statements, balancing accounts, interest calculations, entering journal and General Ledger transactions, and knowledge of basic accounting formulas and principles.

MYOB

?

30 questions, 30 minutes

This test is designed to assess your knowledge of various functions in MYOB Premiere 8. You will be asked 30 multiple-choice questions on topics including the following: banking, payroll, purchases, and sales. You will have up to 30 minutes to answer these questions.

Quickbooks 2002 - Complete

?

30 questions, 35 minutes

This test measures the candidate's experience in performing everyday bookkeeping and accounting tasks. Tasks include performing transactions, managing payroll, managing taxes, and using timing and billing functions.

Quickbooks 2002 - Essentials

?

20 questions, 25 minutes

This test measures the candidate's experience in performing everyday bookkeeping and accounting tasks at the basic and intermediate levels. Tasks include performing transactions, managing payroll, managing taxes, and using timing and billing functions.

4. Computer Skills Tests

Please Tick Required Tests

Basic Computer Literacy

?

30 questions, 35 minutes

This test evaluates a candidate's knowledge of general computer terms. It also determines a candidate's ability to manage files, work with a Windows operating system and application software, as well as access the Internet.

Internet Explorer 6 ?

30 questions, 35 minutes

Internet Explorer 6 is a Microsoft Web browser application that integrates core technologies used in Windows operating systems. The Internet Explorer 6 assessment measures a candidate's ability to perform common Web browsing tasks using Internet Explorer 6 features and integrated Windows functions.

Microsoft Windows 98 ?

23 questions, 30 minutes

Windows 98 is an operating system that allows users to manage computer software and files. The Windows 98 assessment measures the candidate's experience in starting program files, using Windows Explorer, managing files, creating shortcuts, installing software components, and modifying the computer display.

Microsoft Windows XP ?

30 questions, 35 minute

Windows XP is an operating system that integrates the strengths of Windows 2000 standards-based security, manageability, and reliability with the best features of Windows Millennium Edition. This test measures the candidate's experience with XP desktop settings, assigning network drives and searching for computers, managing files and programs in Windows Explorer, using Control Panel components, basic performance and maintenance tasks, and finding information using the new Help and Support Centre, including the Remote Assistance feature.

Windows 2000 ?

22 questions, 30 minutes

Windows 2000 is an operating system that allows users to manage computer software and files. The Windows 2000 assessment measures the candidate's experience in starting program files, using Windows Explorer, managing files, creating shortcuts, installing software components, and modifying the computer display.

WordPerfect 8.0 ?

38 questions, 45 minutes

WordPerfect 8.0 is a word processing application that allows users to create and manage text-based documents. The WordPerfect 8.0 assessment evaluates the candidate's experience in creating and managing document files, editing and formatting text, formatting document pages, performing mail merges, creating and running macros, and inserting and managing a table of contents.

WordPerfect 9.0 ?

30 questions, 35 minutes

WordPerfect 9.0 is a word processing application that allows users to create and manage text-based documents. The WordPerfect 9.0 assessment evaluates the candidate's experience in creating and managing document files, editing and formatting text, and formatting document pages.

I have chosen one or more tests to be conducted as ticked above.

Client Details:

Name:

Company:

Report to be Emailed to:

Signature:

Date: