



## Employer Assessment Services

### Benefits of WDC Assessment

- Identifies applicant proficiency in area measured and training needs
- Reduces in-house staffing hours related to the selection process, particularly in scheduling candidates, test proctoring, and scoring
- Reduces traffic flow and disruption at your facility
- Assures test reliability through the use of trained WDC staff, who proctor tests in a consistent, quiet, and controlled atmosphere

**Contact Your Business Consultant for Details**

[www.wdc.racineco.com](http://www.wdc.racineco.com)

## What testing services do we provide for Employers?

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<b>AccuVision Workforce Readiness System (WRS)</b>	<b>Office Proficiency Assessments and Certifications (OPAC)</b>	<b>National Career Readiness Certification ACT WorkKeys®</b>	<b>Mechanical Aptitude Test Battery</b>
<p>This is an industry-validated and video-delivered soft skills assessment program. WRS measures the competencies required by employers of a wide range of first jobs. The program identifies both the current competencies and the developmental needs of individuals. When skill development is suggested, strategies are identified to support the attainment of those skills. Because of its validity, WRS is used in support of hiring and promotion decisions. WRS was developed with the support of the US Department of Labor to help those seeking to develop basic employability skills of future workers. The provider of this program is Learning Resources Inc. (LRI)</p>	<p>OPAC is the answer. OPAC is software that tests job applicants for critical skills &amp; abilities necessary for success in today's complex -- and stressful -- office environment. OPAC is an affordable tool that can be used again and again. You have SIX modules to choose from. Validated - OPAC tests are created by industrial and organizational psychologists based upon information gathered from subject matter experts from around the nation. Most tests in OPAC are designed to mimic the tasks performed on the job, such as being able to use Microsoft Office programs to enter data, edit documents, manipulate spreadsheets, and create presentations. Those tests that do not mimic job tasks require the test taker to demonstrate the underlying knowledge, ability and skills to succeed on the job.</p>	<p><b>The National Career Readiness Certificate (NCRC) is a proven, successful system.</b> Because WorkKeys tests assess essential foundational skills, they are applicable to and necessary for virtually every job. ACT has profiled more than 17,000 individual jobs across the country to determine the skills and skill levels needed to succeed in them. According to their findings, three skills are highly important to most jobs: <b>Applied Mathematics</b>—applying mathematical reasoning to work-related problems. <b>Locating Information</b>—using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts. <b>Reading for Information</b>—comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.</p>	<p>This is a battery of tests that measures an individual's ability to work with machinery. The test was designed for the National Tool and Machining Association (NTMA). The battery consists of 4 tests: Machine Shop Math, Bennett Mechanical Comprehension Test, Guilford-Zimmerman General Reasoning Test, and Personnel Tests for Industry – Verbal Test.</p>

## Soft Skills Assessments

### AccuVision Workforce Readiness System (LRI)

Computer based testing – Duration - No time limit, approximately 30 minutes to complete each module

Assessment	Measures	Cost Per Person	Group Cost ( 5 or more)
<b>Personal Qualities Module</b>	Measures personal skills and abilities. Included are skills such as creating and maintaining a positive company image, communicating in a positive manner, making sound decisions, developing solutions for dealing with problem situations, and listening and avoiding misunderstandings. Technical knowledge and experience are not measured by the system.	*TBD	TBD
<b>Customer Care Skills Module</b>	Testing includes: customer relations, decision-making and commitment to quality	TBD	TBD

\*Currently no cost for testing until after May 2011

## Proficiency Testing

### Office Proficiency Assessments and Certifications (OPAC)

#### Testing in six modules;

Computer, Keyboarding, Clerical, Financial, Professional/Terminology and other  
Computer Based Testing – Duration varies by employer request.

Module 1: Computer Tests	Measures	Cost Per Person	Group Cost ( 5 or more)
Windows, Windows XP & Vista	Skills in using Windows operating system environment	\$20.00	\$16.00
Editing/Formatting from Rough Draft	Word processing and formatting skills	\$30.00	\$25.00
Advanced Editing/Formatting From Rough Draft	Advanced word processing skills required to modify a draft document	\$30.00	\$25.00
Spreadsheet	Modifying and maintaining a spreadsheet	\$30.00	\$25.00
Basic Microsoft Excel	Basic skills in modifying balance sheet	\$30.00	\$25.00
Intermediate Microsoft Excel	Skills in modifying a budget document at a more advanced level	\$30.00	\$25.00
Basic Microsoft Word	Basic skills in modifying documents	\$30.00	\$25.00
Intermediate Microsoft Word	Skills in using Word at a more advanced level	\$30.00	\$25.00
Microsoft Power-Point	Core-level skills in modifying and application skills involving commonly used Power Point functions	\$30.00	\$25.00
Database	Skills in specific database software	\$30.00	\$25.00
Module 2: Keyboarding Tests	Measures	Cost Per Person	Group Cost
Keyboarding	Typing speed and accuracy	\$20.00	\$16.00
Keyboarding 2	Typing speed and accuracy, including website and email addresses	\$20.00	\$16.00
10-Key	Speed and accuracy of entering numeric data using the keypad	\$20.00	\$16.00
Data Entry 1: Vendor	Speed and accuracy in entering alpha-numeric data, including addresses and phone numbers	\$20.00	\$16.00
Data Entry 2: Inventory	Measures speed and accuracy in entering stock items and quantities	\$20.00	\$16.00
Data Entry 3: Invoice	Speed and accuracy in entering customers and items ordered, including quantities	\$20.00	\$16.00

<b>Module 3: Clerical Tests</b>	<b>Measures</b>	<b>Cost Per Person</b>	<b>Group Cost</b>
Formatting a Letter	Skills in retrieving multiple paragraph files to create a letter in a word processing application	\$30.00	\$25.00
Transcription	Skills to transcribe from audiotape, using a word processing system	\$30.00	\$25.00
Composing Minutes	Skills needed to convert handwritten notes into minutes, using a format guide and a word processing program	\$30.00	\$25.00
Alphabetic Filing	Alphabetic recording and ordering skills	\$20.00	\$16.00
Numeric Filing	Consecutive number recognition and indexing accuracy	\$20.00	\$16.00
Proofreading 1 and 2	The ability to proofread and correct errors in a document displayed on a computer screen	\$30.00	\$25.00
Spelling	Ability to correctly spell and use homonyms-words	\$20.00	\$16.00
<b>Module 4: Financial Tests</b>	<b>Measures</b>	<b>Cost Per Person</b>	<b>Group Cost</b>
Bank Reconciliation	Math skills needed to reconcile a bank statement	\$20.00	\$16.00
Bank Deposit	Math skills used in the preparation of a bank deposit	\$20.00	\$16.00
Petty Cash	Math and record keeping skills that is to maintain a petty cash fund	\$20.00	\$16.00
Basic Math	General mathematical skills	\$20.00	\$16.00

<b>Module 5: Professional/Terminology</b>	<b>Measures</b>	<b>Cost Per Person</b>	<b>Group Cost</b>
Medical / Legal Keyboarding	These test units are timed typing tests used to determine a candidate's speed and accuracy with text simulating that used commonly in the profession, either legal or medical. Three test versions are provided which rotate sequentially for each candidate if retakes are allowed.	\$30.00	\$25.00
Medical / Legal Proofreading	These test units measure language skills by requiring the candidate to proofread and correct a document displayed on the screen. Content simulates that seen commonly in the profession, either legal or medical.	\$30.00	\$25.00
Medical / Legal Terminology	Knowledge of medical / legal terms used by medical / legal assistants and medical support professionals. This unit is a multiple-choice test covering common medical / legal terms used by medical / legal assistants and medical support professionals.	\$30.00	\$25.00
Medical / Legal Transcription	Uses word processing software to test a candidate's ability to transcribe and format a dictated letter that includes medical/legal content commonly encountered in clerical support positions.	\$30.00	\$25.00
<b>Module 6 : Other Tests</b>	<b>Measures</b>	<b>Cost Per Person</b>	<b>Group Cost</b>
Customer Service: Telephone	This test requires test takers to rate possible responses to customers' issues raised during a telephone call.	\$20.00	\$16.00
Telephone Order Entry	This test is designed to determine whether a test taker can hear and accurately enter information provided verbally.	\$20.00	\$16.00
Sentence Clarity	Measures whether a candidate can identify clearly written passages, which can be an indication of whether they can write clearly.	\$20.00	\$16.00
Certification Pre-Assessments		\$30.00	\$25.00
Hogan Personality Inventory (HPI)	A measuring tool designed specifically to match people's personal characteristics with those needed for successful performance in different jobs and job groups. This inventory is also useful for feedback as to an individual's personal characteristics.	\$30.00	\$25.00

## Basic Skills Testing

### ACT WorkKeys

Computer Based Testing or Paper and Pencil  
Duration- 55 minutes for Computer/ 45 minutes for Paper and Pencil

<b>Assessment</b>	<b>Measures</b>	<b>Cost Per Person</b>	<b>Group Cost ( 5 or more)</b>
<b>Reading For Information</b>	Reading and using work-related information, including instructions, policies, memos, bulletins, notices, letters, manuals and government regulations.	21.95 *for the three assessments	21.95
<b>Locating Information</b>	Using workplace graphics such as diagrams, floor plans, tables, charts, graphs, forms and instrument gauges.	21.95	21.95
<b>Applied Mathematics</b>	Using mathematical reasoning to solve work-related problems.	21.95	21.95

## \*Mechanical Aptitude Test Battery

Paper and Pencil    Duration - 2.5 hours

Assessment	Measures	Cost Per Person	Group Cost ( 5 or more)
<b>Machine Shop Math</b>	This test is composed of math that is typically used in machining.	\$60.00 for the 4 tests per person	\$48.00 for the 4 tests per person
<b>Bennet Mechanical Comprehension Test</b>	This test is designed to measure the ability to perceive and understand the relationship of physical forces and mechanical elements in practical situations. This type of aptitude is important in jobs and training programs that require the understanding and application of mechanical principles.	\$60.00 for the 4 tests per person	\$48.00 for the 4 tests per person
<b>The Guilford-Zimmerman Aptitude Survey (General Reasoning)</b>	General Reasoning measures the factors dominant in predicting academic success. The test is composed of situations in which a person must use their knowledge of semantics and reasoning skills in order to solve a problem.	\$60.00 for the 4 tests per person	\$48.00 for the 4 tests per person
<b>Personnel Tests for Industry – Verbal Test</b>	This test is designed to measure the ability of verbal competence.	\$60.00 for the 4 tests per person	\$48.00 for the 4 tests per person

\* Providing as much advanced notice as possible is always appreciated and it helps us serve you better

## Procedures for Scheduling Testing

Tests/Assessments may be administered to any number of candidates by staff at the Racine County Workforce Development Center (WDC). To request assessments, contact your Business Consultant with the details. **We can provide testing within 3 business days, depending on the availability of the assessment and staff schedules.** Advance notice is always appreciated and it helps us serve you better.

Once we have confirmed arrangements, simply provide candidates with our contact number in the Career Development Center, and we will take care of scheduling directly. After the test has been administered and scored, we provide results to the employer. (Individuals/Job Seekers sign a form authorizing the release of private information.) This entire process routinely takes only a few days. The original test is kept on file at the Center due to copyright restrictions and is not normally released to the employer.

### **Re-Testing**

- If a test is not completed due to circumstances beyond the candidate's control, our staff will take appropriate action to assist the candidate with completing the test.
- After a candidate has completed initial testing, any re-testing will be done only at the request of the employer, who will be charged for this service.
- Re-testing will be done with an alternate form of the test.

**Proctoring Your Standardized Test** - Our staff is available to proctor standardized tests that you have purchased directly from a publisher or test supplier. We provide a written proposal based on the number of sessions to be proctored. Completed tests may be returned to you or mailed directly to the test publisher for scoring. **We will not provide explanation of the results to the candidate if the test is provided by the employer.**

### **Testing Policies**

- All test takers referred by an employer will be required to sign a release authorizing the WDC to provide the employer with their test results.
- Employers will be provided test results for all test takers they refer. ***The WDC will not make hiring recommendations based upon test results.***
- The WDC will not administer employer-developed tests that are not standardized. Employers retain all responsibility for legal challenges to the standards they set regarding selection criteria for hiring. Employers retain the sole responsibility for establishing policies regarding re-testing, and will be charged for any additional test administration. **We will not proctor tests that require prior certification to proctor if we are not currently certified for the particular test.**