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**Online Skills Testing** is a series of over 100 tests which allow you to measure with certainty the proficiency of potential employees as well as establishing the range of existing skills with your company. It is designed to measure hard competencies such as:

- Secretarial and keyboard skills
- Literacy and numeracy
- MS Office
- Call centre listening and keying.

The tests will tell you how each person performed in the tests, namely how many they got right in the time allowed. The tests are delivered via the Internet and are easy to use and interpret. The tests available include:

- Microsoft Office 2000 & 2003
- Numeracy
- Spelling
- Secretarial
- Shorthand
- Call centre listening and keying
- Data entry
- Call centre foreign language
- Audio typing
- Email/Internet

Feedback on the test results is given to the manager and to the candidate if requested.

The tests and the related administration are priced at £40 per individual per test plus VAT. Feedback on the test results is given to the manager and is charged at £30 per 15 minutes.

To find out more about the tests, to discuss your needs and to obtain a quotation telephone Sue at **Complete People Management** on **0208 8168 726**.