

PERFORMANCE RESOURCES, LLC



Precision Information Tools for Your Trade

Profiles Skills Tests™

FAQs

1. What are Profiles Skills Tests?

Profiles Skills Tests are a highly advanced skills testing system. We offer over 1,000 advanced performance-based tests for testing skills on key software products such as desktop applications: Microsoft, Lotus, WordPerfect, and more. We have automated tests in key areas of clerical, computer, call center, medical, and other professional skills.

2. How are these tests different from other skills testing products?

Profiles Skills Tests include a powerful test management and reporting system that allows administrators to easily manage testing and generate attractive and meaningful reports. Reports can provide information on a single test, on multiple tests taken by a single candidate, or on all candidates who have taken a single test. This test management system has no setup costs; you only pay for tests used.

3. What types of tests are available?

This catalogue lists all of the available tests, including tests in other languages that are considered “standard” and available. Look it over, the selection is great!

4. What do the tests cost?

All tests cost the same amount. You can buy a quantity of meters, with each meter providing the ability to administer and score any test from the catalogue. Meter prices begin at \$25 each, and volume discounts are available.

5. How are the tests delivered?

All the tests are internet-delivered. You can use them in a proctored setting, at an internet-connected location of your choice, or you may allow your candidates and employees to complete the tests at an internet connection of their own choosing.

6. Are tests just multiple-choice?

No. Profiles Skills Tests are high-quality, performance-based tests. We maintain a broad range of knowledge-based tests in areas such as accounting and computer programming that use a variety of question types, including interactive performance-based simulations, multiple choice, matching, and other question and activity types.

7. Can I set up a candidate with a simple email?

Yes. Or, if you prefer, you can set up any internet-connected PC as a test administration workstation with access to any tests you choose to administer.

8. How are your Skills Tests different from other testing available on the internet?

Most internet testing is limited to linear testing approaches: Multiple choice, true-false, fill in the blank types of questions. We offer true performance-based skills testing without affecting your IT environment, and without expensive setup fees.

**Request a free demonstration Skills Test from us today!
See for yourself—we're the Skills Testing solution you've been seeking!
Call 435-654-5342 or email jwh@prol.ws**

Profiles Skills Assessments

SOFTWARE SKILLS

Access 2007 – Standard
Access 2003 – Standard
Access 2003 – Advanced Skills
Access 2003 – Basic Skills
Access 2002 – Standard
Access 2002 – Advanced Skills
Access 2002 – Basic Skills
Access 2000 – Standard
Access 2000 – Advanced Skills
Access 2000 – Basic Skills
Access 97 – Standard
Access 97 – Advanced Skills
Access 97 – Basic Skills
Access 7 – Standard
Access 7 – Advanced Skills
Access 7 – Basic Skills
Access 2 – Standard
Access 2 – Advanced Skills
Access 2 – Basic Skills
Excel 2007 – Standard
Excel 2003 – Standard
Excel 2003 – Advanced Skills
Excel 2003 – Basic Skills
Excel 2002 – Standard
Excel 2002 – Advanced Skills
Excel 2002 – Basic Skills
Excel 2000 – Standard
Excel 2000 – Advanced Skills
Excel 2000 – Basic Skills
Excel 97 – Standard
Excel 97 – Advanced Skills
Excel 97 – Basic Skills
Excel 7 – Standard
Excel 7 – Advanced Skills
Excel 7 – Basic Skills
Excel 5 – Standard
Excel 5 – Advanced Skills
Excel 5 – Basic Skills
Excel Functions – Standard
Front Page – Standard
Internet Explorer 6.0 – Standard
Internet Explorer 5.0 – Standard
Internet Explorer 4.0 – Standard
Lotus 1-2-3 for DOS – Standard
Lotus 1-2-3 Millennium – Standard

Lotus 1-2-3 5 – Standard
Lotus 1-2-3 5 – Advanced Skills
Lotus 1-2-3 5 – Basic Skills
Lotus 1-2-3 97 – Standard
Lotus 1-2-3 97 – Advanced Skills
Lotus 1-2-3 97 – Basic Skills
Lotus AmiPro 3.0 – Standard
Lotus Freelance 2.1 – Standard
Lotus Freelance 97 – Standard
Lotus WordPro Millennium – Standard
Lotus WordPro – Standard
Lotus WordPro – Advanced Skills
Lotus WordPro – Basic Skills
Lotus WordPro 97 – Standard
Netscape 4.5 – Standard
Outlook 2003 – Standard
Outlook 2002 – Standard
Outlook 2000 – Standard
Outlook 97 – Standard
PowerPoint 2007 – Standard
PowerPoint 2003 – Standard
PowerPoint 2003 – Advanced Skills
PowerPoint 2003 – Basic Skills
PowerPoint 2002 – Standard
PowerPoint 2002 – Advanced Skills
PowerPoint 2002 – Basic Skills
PowerPoint 2000 – Standard
PowerPoint 2000 – Advanced Skills
PowerPoint 2000 – Basic Skills
PowerPoint 97 – Standard
PowerPoint 97 – Advanced Skills
PowerPoint 97 – Basic Skills
PowerPoint 7 – Standard
PowerPoint 7 – Advanced Skills
PowerPoint 7 – Basic Skills
PowerPoint 4 – Standard
PowerPoint 4 – Advanced Skills
PowerPoint 4 – Basic Skills
Project - Standard
Windows XP – Standard
Windows XP – Advanced Skills
Windows XP – Basic Skills
Windows 2000 – Standard

Windows 2000 – Advanced Skills
Windows 2000 – Basic Skills
Windows ME – Standard
Windows ME – Advanced Skills
Windows ME – Basic Skills
Windows 98 – Standard
Windows 98 – Advanced Skills
Windows 98 – Basic Skills
Windows 95 – Standard
Windows 95 – Advanced Skills
Windows 95 – Basic Skills
Windows 3.1 – Standard
Windows 3.1 – Advanced Skills
Windows 3.1 – Basic Skills
Word 2007 – Standard
Word 2003 – Standard
Word 2003 – Advanced Skills
Word 2003 – Basic Skills
Word 2002 – Standard
Word 2002 – Advanced Skills
Word 2002 – Basic Skills
Word 2000 – Standard
Word 2000 – Advanced Skills
Word 2000 – Basic Skills
Word 97 – Standard
Word 97 – Advanced Skills
Word 97 – Basic Skills
Word 7 – Standard
Word 7 – Advanced Skills
Word 7 – Basic Skills
Word 6 – Standard
Word 6 – Advanced Skills
Word 6 – Basic Skills
WordPerfect 2000 – Standard
WordPerfect 8 – Standard
WordPerfect 8 – Advanced Skills
WordPerfect 8 – Basic Skills
WordPerfect 7 – Standard
WordPerfect 7 – Advanced Skills
WordPerfect 7 – Basic Skills
WordPerfect 6.1 – Standard
WordPerfect 6.1 – Advanced Skills
WordPerfect 6.1 – Basic Skills
WordPerfect 5.1 DOS – Standard

Profiles Skills Assessments

CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS

<p>Audio Transcription Checking – Standard Checking – Names Checking – Numbers Coding – Standard Coding – Letters Coding – Numbers Customer Service Data Entry Test – Alphanumeric Data Entry Test – Checks ^{NEW} Data Entry Test – Decimals ^{NEW} Data Entry Test – Numeric Digital Literacy – Computing Digital Literacy – Internet Digital Literacy – Software Skills</p>	<p>Filing – Standard Filing – Names Filing – Numbers Grammar – Business Grammar – General Letter Setup Math – General Office Manager Proofreading Reading Comprehension Receptionist Skills Secretarial Skills Shorthand (Audio) Spelling – Business Spelling – General</p>	<p>Spelling – Accounting Spelling – Geography Spelling – Legal Spelling – Medical Telephone Skills Telephone Message Taking Ten Key Typing Test Typing Test – Banking & Finance Typing Test – Technical Vocabulary – Business Vocabulary – General Vocabulary – Accounting Vocabulary – Legal Vocabulary – Medical Workplace English (for Spanish Speakers)</p>
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PRODUCTIVITY TESTING SOLUTIONS

<p>Software Productivity Word 2003 – TimeSolver Excel 2003 – TimeSolver PowerPoint 2003 – TimeSolver Access 2003- TimeSolver Word 2002 – TimeSolver</p>	<p>Excel 2002 – TimeSolver PowerPoint 2002 – TimeSolver Access 2002- TimeSolver Word 2000 – TimeSolver Excel 2000 – TimeSolver PowerPoint 2000 – TimeSolver</p>	<p>Access 2000– TimeSolver Word 97 – TimeSolver Excel 97 – TimeSolver PowerPoint 97 – TimeSolver</p>
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CALL CENTER SKILLS

<p>Audio Customer Service Scenarios Audio Sales Scenarios Audio Data Entry Call Center – Coding Call Center – Data Analysis Call Center – Sales</p>	<p>Call Center – Service Call Center – Telephone Skills Data Entry – Sales (Leads) Data Entry – Sales (Orders) Postal Codes Postal Codes – Audio</p>	<p>Spelling – Audio Spelling – Geography Spelling – Int. Geography (Audio) Spelling – US Geography (Audio)</p>
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ACCOUNTING AND FINANCE KNOWLEDGE

<p>Accounting – Accountant Accounting – Accounts Payable Accounting – Accounts Receivable Accounting – Bookkeeper Accounting – Business Documents Accounting – Cost Accounting Accounting – Math Skills - Basic</p>	<p>Accounting – Math Skills – Standard Accounting – Payroll Accounting – Taxes Accounting – Terminology Finance – Consumer Finance Finance – Financial Analysis Finance – Financial Management</p>	<p>Finance – Financial Knowledge Finance – Credit and Collections Finance – Insurance Finance – Health Insurance Banking – Bank Teller Peachtree Accounting – Standard QuickBooks – Standard</p>
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ACCOUNTING OFFICE SKILLS

<p>Typing Test – Accounting Audio Transcription – Accounting</p>	<p>DeltaView – Accounting Shorthand (Audio) – Accounting</p>	<p>Spelling – Accounting Vocabulary – Accounting</p>
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Profiles Skills Assessments

LEGAL

Legal – Advanced Terminology
Legal – General Legal Concepts
Legal – Legal Documents
Legal – Legal Research
Legal – Litigation

Legal – Consumer Law
Legal – Criminal Law
Legal – Labor Law
Legal – Medical Law
Legal – Property Law

Typing Test – Legal
Audio Transcription – Legal
Shorthand (Audio) – Legal
Spelling – Legal
Vocabulary – Legal
DeltaView – Legal ^{NEW}

MEDICAL OFFICE

Medical Secretary
Medical Insurance
Medical – Abbreviations
Medical – Cardiovascular
Medical – Dental
Medical – Endocrine
Medical – Gastrointestinal
Medical – Integumentary
Medical – Musculoskeletal

Medical – Neurological
Medical – Oncological
Medical – Ophthalmological
Medical – Otolaryngology
Medical – Pediatric
Medical – Pharmacological
Medical – Prefixes/Suffixes
Medical – Psychiatric
Medical – Respiratory
Medical – Urogenital

Medical Billing – Entry Level
Medical Billing – Standard
Medical Billing – Forms
Medical Coding – Standard
Typing Test – Medical
Audio Transcription – Medical
Shorthand (Audio) – Medical
Spelling – Medical
Vocabulary – Medical
HIPAA Compliance

NURSING SKILLS

Nursing - Critical Care
Nursing - Critical Care Scenarios
Nursing - Dosage Calculations
Nursing – Medication Scenarios

Nursing - Emergency Room
Nursing – Labor and Delivery
Nursing - Medical Coding
 (ICD-9-CM 2005 with manual)
Nursing – Medical/Surgical

Nursing – Neonatal ICU
Nursing - Pediatric
Nursing - Psychiatric
Radiology
HIPAA Compliance

INDUSTRIAL SKILLS

Industrial Safety - Fire/Personnel
Industrial Safety - HAZMAT (US)
Industrial Safety - HAZMAT (Canada)
Industrial Safety - Forklift
Industrial Skills – Automotive
Industrial Skills – Basic Math
Industrial Skills – Construction
Industrial Skills – Count & Stack
Industrial Skills - Industrial Math

Industrial Skills – Language Skills
Industrial Skills - Machines
Industrial Skills – Metalworking
Industrial Skills – Pick and Pack
Industrial Skills – Plumbing
Industrial Skills – Reading
 Comprehension
Industrial Skills – Ruler-English
Industrial Skills – Ruler-Metric

Industrial Skills – Safety
Industrial Skills – Shipping &
 Receiving
Industrial Skills – Shop Math
**Industrial Skills Quick
 Assessment** – Electrical
**Industrial Skills Quick
 Assessment** – Woodworking
Industrial Skills – Units &
 Conversion

FOOD SERVICES SKILLS

Food Service - General Knowledge
Food Service - Nutrition

Food Service - Preparation

Food Service - Sanitation

RETAIL SALES SKILLS

Retail Sales - Inventory Coding
Retail Sales - Customer Service
Retail Sales - Learning Products
Retail Sales - Retail Math

Retail Sales - Retail Reading
Retail Sales - Store Security
Retail Sales - Sales & Promotion
Retail Sales - Inventory Sorting

Retail Sales - Employee Teamwork
Testmaker Test Development Utility

Profiles Skills Assessments

IT SKILLS

C - Entry Level
C++ - Entry Level
PERL - Entry Level

Java - Entry Level
HTML - Entry Level

Lotus Notes - Administrator
Lotus Notes - End User

STAFFING AND HR SERVICES SKILLS

Staffing - Benefits and Eligibility
Staffing - CPC Certification Prep
Staffing - HR Legal Quick Assessment
Staffing - HR Generalist
Staffing - HR Legal
Staffing - HR Generalist Quick Assessment
Staffing - Interviewing Quick Assessment

Staffing - Interview and Screening
Staffing - Benefits Quick Assessment
Staffing - CTS Certification Prep
Staffing - Temp Services Legal Quick Assessment

Staffing - Operations Quick Assessment
Staffing - Temp Services Legal
Staffing - Temp Services Operations
Staffing - Temp Services Quick Assessment
Staffing - Temp Services Generalist

ESSENTIALS

Essentials - Word 2003, 2002, or 2000 versions
Essentials - Excel 2003, 2002, or 2000 versions
Essentials - PowerPoint 2003, 2002, or 2000 versions
Essentials - Access 2003, 2002, or 2000 versions
Essentials - Grammar

Essentials - Math
Essentials - Vocabulary
Essentials - Spelling
Essentials - Computer Literacy

Volume Pricing Schedule--Packages of Universal Skills Test Meters:

1-10 meters	\$25 each
11-25 meters	\$23 each
26-100 meters	\$21 each

For quantities over 100 meters, please ask for a custom quote.

Meters have no expiration date. Your custom test management website has no setup fee.