



# PSI Computer Skills Assessments

*Computer Skills Assessments*  
for applications, typing and  
data entry

## BUSINESS PROBLEM

Your business requires employees to have computer skills to operate in the most efficient manner, and you need a cost-effective and efficient way to assess employees as they enter the company or are promoted into new roles.

## PSI SOLUTION

Leverage PSI's expertise in talent assessment to provide cost-effective, validated and efficient processes to measure the computer skills of candidates and employees.

Deployed through ATLAS®, PSI's Talent Assessment Management System, Computer Skills Assessments can now be integrated in an overall talent management process leveraging your investment in existing assessment processes.

## BENEFITS

- Verify skills by using realistic simulations
- Optimize hiring process by combining with validated PSI selection tools
- Combine cognitive, work attitude and computer skills results on a single report
- Identify opportunities to develop employee skills



# FEATURES

- Web-based delivery through PSI's ATLAS® platform
- Flexible reporting options (quick analysis or more in-depth review of results)
- Instant scoring for immediate hiring decisions
- Recommended batteries for most job titles
- Easily configured custom batteries
- Stand-alone assessments
- Validated solution

## Catalog:

### APPLICATION SOFTWARE SKILLS

#### Microsoft Word (2013, 2010, 2007)

- Basic
- Standard
- Advanced

#### Microsoft Excel (2013, 2010, 2007)

- Basic
- Standard
- Advanced

#### Microsoft PowerPoint (2013, 2010, 2007)

- Basic
- Standard
- Advanced

#### Microsoft Access (2013, 2010, 2007)

- Basic
- Standard
- Advanced

#### Microsoft Outlook (2013, 2010, 2007)

- Standard

#### Microsoft Windows (Vista)

- Standard

#### Microsoft Windows (8.0, 7.0)

- Standard

#### Microsoft Internet Explorer (10.0, 9.0, 8.0, 7.0)

- Standard

#### Chrome (2014)

- Standard

#### Lotus Notes (8.5, Admin, End-User)

- Standard

#### Software Skills

- MS Office Productivity
- Project 2007
- QuickBooks 2010

#### Digital Literacy (2014, 2010)

- Basic Computer Literacy
- Computing
- Essentials
- Internet
- Software Skills

#### Accounting & Finance Knowledge

- Accountant Knowledge
- Accounts Payable
- Accounts Receivable
- Advanced Accounting
- Bookkeeper Knowledge
- Business Documents
- Cost Accounting
- Credit and Debits

- Financial Statements
- Math Skills
- Payroll
- Taxes
- Terminology

#### Accounting & Finance Banking

- Money Handling
- Teller Knowledge
- Consumer Finance
- Credit and Collections
- Financial Analysis
- Financial Knowledge
- Financial Management
- Insurance
- Insurance-Health

## GENERAL SOFTWARE SKILLS

### Typing

- **General Business / Legal / Medical:** (5 minutes) These tests measure a candidate's ability to type quickly and accurately. A section of text is presented on the left side of the screen and a typing area is provided on the right side of the screen. In the typing area, candidates are instructed to type all text, symbols, punctuation, and paragraph breaks exactly as presented. The actual test consists of two sections, each 2 ½ minutes long.

### Data Entry

- **Numerical / Mathematical:** (3 minutes) These tests measure a candidate's ability to enter numerical data quickly and accurately using the 10-key pad on the right side of the keyboard. A series of numerical text strings will be presented in three columns per page, with data entry boxes appearing to the right of each string. In the entry boxes, candidates are instructed to retype the text strings exactly as they are presented. Both speed and accuracy count towards the score.
- **Business Forms:** (5 minutes) This is a test of a candidate's ability to enter data quickly and accurately from common types of business forms. On the right side of the screen, entry boxes are provided. Candidates are instructed to retype the text strings exactly as they are presented on the form to the left. Both speed and accuracy count towards the score.

## ABOUT PSI

Founded in 1946, PSI is a firm of 1,500 Industrial Psychology Ph.D.s, Psychometricians, IT Developers, Consultants, and Assessment Professionals, delivering 3 million assessments across our 2,500 clients each year. We provide exceptionally accurate assessments that empower organizations to select those individuals best suited to excel on the job, and deliver these processes in a manner that is proven to withstand the most stringent legal scrutiny. All of our processes are easy to use and specifically designed to reduce your administrative burden, while leveraging the latest technologies to offer your candidates a uniquely engaging and interactive experience.

