



DETERMINING WORKFORCE INTELLIGENCE

Workforce Intelligence Test

OVERVIEW:

The Workforce Intelligence Test is a computerized testing system that consists of:

A. Workforce Intelligence Audit

The audit contains 59 questions made up of questions from the Workforce Intelligence Tests. (Includes 9 tests (*) from list below.)

B. Workforce Intelligence Tests

Contains 11 comprehensive basic skills tests covering the following basic skills areas:

1. Reading Comprehension*
2. Work Grammar & Spelling*
3. Following Written Instructions*
4. Internet Basics*
5. Analytical Skills*
6. Basic Computer Terminology
7. Punctuation*
8. Comparison Skills*
9. Math Word Problems*
10. Customer Service Mindset
11. Windows 2000



WORKFORCE INTELLIGENCE AUDIT:

The Audit is a composite test made of test items from 9 of the 11 Workforce Intelligence Tests. It is primarily used to determine if a prospective employee, applicant or trainee has the basic academic skills needed to function in the job. This audit can also provide the data to determine Job Readiness from a basic skills perspective.

After an individual completes the Audit, a report will be generated that includes results of each question and the 9 sections. This allows the administrator to see the sections where the individual is proficient/deficient. If a more detailed assessment for any section is required, then the specific Workforce Intelligence Tests can be administered.

WORKFORCE INTELLIGENCE TESTS:

The tests can be used to determine the individual's competency in any of the 11 test dimensions. Multiple tests can be assigned through the management system. All tests have been validated by corporations in the private sector.

The Workforce Intelligence Test is a set of computerized assessments designed to measure an individual's ability to perform the underlying vital basic academic skills required for success in the workplace.



APPLICATIONS:

- Determining Job Readiness
- Determining Training Readiness
- Workforce Development
- Basic Skills Gap Analysis for Remediation
- Pre-Screening for Hiring

CREATING ACCOUNTABILITY:

The program offers a degree of accountability creating a closer bond between

- Private Sector Employers and Workforce Developers.
- **Private Sector Employers** can be confident with the basic skill levels of any applicant
- **Workforce Developers** can now confidently recommend clients for employment

Note: This is not a Grade Level Test. Job requirements do not operate on the concept of grade level. The tests were developed for Business and Industry organizations to help them determine if employees or potential workers have the functional ability to compete in the requirements that undermine all duties and tasks.

Workforce Intelligence

FEATURES:

1. Computerized delivery of 12 tests
2. Approximate completion time-30 minutes per test
3. Available for networks or single PC
4. One-time price based on the number of computers used
5. Yields immediate reports
6. Reports are prescriptive for remediation
7. Validated by business & industry
8. Comprehensive management system
9. Tests can be modified

MANAGEMENT MENU:



TEST SETTINGS:

Printing

- Print After Test
- Preview
- Summary Data
- Itemized Score and Time
- Question Topic Statistics
- Question Level Statistics

Extended Controls

- Enable Full Candidate Info
- Enable Testing Groups
- Enable Timed Tests
 - Default Time Limit: Minutes
 - (Enter 0 for no time limit)
- Enable Password Protected Test Launcher

More Options

- Edit Admin Password
- Edit Test Launcher Password
- Change Screen Resolution
- Import Results Database
- Read In New Tests

ID Format

- Use US SSN Format
- Use Alpha Numeric ID Length: Characters

Restore Defaults About

CUSTOMIZATION—ADD/DELETE TESTS:

Prove It!
Test Customizer

Select a Test: [Original] Workforce Intelligence Combo Test

Test Time: Minutes Save Save As... View / Edit Test Details

Questions not included in test: [Empty]

Questions included in test:

- 01. Identify the Next in a Series
- 02. Identify the Next in a Series
- 03. Noting Differences
- 04. Noting Differences
- 05. Drawing Similarities
- 06. Visual Dexterity
- 07. Visual Dexterity
- 08. Travel Expenses Reimbursements
- 09. Ratios
- 10. Determining Rate
- 11. Receptionist Duties
- 12. Dividing Decimals
- 13. Calculating Raises
- 14. Spelling
- 15. Recognize Spelling Errors

Test Enabled

SAMPLE TEST QUESTION:

Question 18 Punctuation, Capitalization, Usage

Read the sentence below. Look at the underlined words which may contain an error in punctuation, capitalization, or word usage. If you find a mistake, choose the answer that represents the best way to write the underlined section of the sentence. If there is no mistake, choose Correct as is.

Do you know where Monique Thomas lives at?

Leave Test

Next Question

Your response:

RESULTS:

Individual Test Result	
Summary Test Results for Marie Roberts	
Workforce Intelligence Combo Test	
Taken on: 9/2/2004 2:44:01 PM	
Score: 51 of a possible 59	
Time taken: 00:00:15	
Total Score: 86 %	

Detail Test Results					
Question Number	Task	Type	Level	Score	Time
1	Identify the Next in a Series	Analytical Skills	Basic	Correct	00:00:00
2	Identify the Next in a Series	Analytical Skills	Basic	Correct	00:00:00
3	Noting Differences	Analytical Skills	Basic	Incorrect	00:00:00
4	Noting Differences	Analytical Skills	Intermediate	Correct	00:00:00
5	Drawing Similarities	Analytical Skills	Basic	Correct	00:00:00
6	Visual Dexterity	Analytical Skills	Basic	Correct	00:00:00
7	Visual Dexterity	Analytical Skills	Basic	Correct	00:00:00

Question Type Statistics			
	Number of Questions	Number Correct	Total Percentage
Analytical Skills	7	6	85.00 %
Basic Computer Terminology	8	7	87.00 %
Comparison Skills	7	6	85.00 %
Following Written Instructions	5	3	60.00 %
Internet Basics	6	6	100.00 %
Math Word Problems	6	5	83.00 %
Office Grammar & Spelling	7	6	85.00 %
Punctuation	7	7	100.00 %
Reading Comprehension	6	5	83.00 %
Total	59	51	86.00 %



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