



# DDI SKILLS TESTS

## ACCOUNTING & FINANCE

### TESTS TO ASSESS HARD FINANCIAL SKILLS

There are many specific skill sets required of accounting and finance professionals. These can be difficult to assess accurately and precisely enough to ensure a solid hire or pinpoint the development needs of a current employee.

DDI's Accounting and Finance Skill Tests\* give you the tools to thoroughly evaluate job candidates. Whether your goal is employee selection, workforce development, or education and training, our tests provide the highest quality content and development tools for the assessment of accounting and finance professionals.

You can readily assess abilities in key accounting areas such as Accounts Payable, Accounts Receivable, Payroll, Financial Statement Analysis, as well as numerous specialized accounting subjects such as Cost Accounting and Taxes. You can also evaluate skills critical to success in the accounting office environment with tests that measure typing, audio transcription and shorthand skills, as well as an individual's ability to use accounting and financial documents and understand accounting terminology.

Our new Finance tests enable you to measure key competencies with consumer finance, insurance, credit issues, financial analysis and critical financial management concepts such as Sarbanes-Oxley requirements.

All of our tests feature examples and illustrations from real-world accounting and finance environments to give you the most accurate picture of a job candidate's knowledge, skills and abilities.

#### AVAILABLE TESTS:

- > Accounting-Accountant®
- > Accounting-Accounts Payable®
- > Accounting-Accounts Receivable®
- > Accounting-Advanced Accounting®
- > Accounting-Bookkeeper®
- > Accounting-Business Documents®
- > Accounting-Cost Accounting®
- > Accounting-Credits and Debits®
- > Standard to Accounting-Math Skills®
- > Accounting-Payroll®
- > Accounting-Taxes Standard®
- > Accounting-Taxes Advanced®
- > Accounting-Terminology®
- > Peachtree Accounting (9.0, 8.0)
- > QuickBooks Accounting (2005, 2003, 2001)
- > Transcription-Accounting
- > Typing Test-Accounting®
- > Shorthand-Accounting
- > Accounting-Read Response (audio)
- > Spelling-Accounting
- > Banking-Typing Test®
- > Data Entry-Checks®
- > Data Entry-Decimals®

- > Bank Teller–Money Handling
- > Bank Teller–Teller Knowledge
- > Finance–Consumer Finance®
- > Finance–Credit and Collections®
- > Finance–Financial Analysis®
- > Finance–Financial Management®
- > Finance–Financial Knowledge®
- > Finance–Insurance®
- > Finance–Insurance; Health®

### RELATED SOLUTIONS

DDI also offers a number of off-the-shelf, configurable and/or customizable tests and inventories that target various industries, measuring such items as work-related judgment, work style and disposition, and background experience. Multiple delivery modalities (online, IVR, paper and pencil, fax service) provide options that are tailored to suit your organizational needs. Specific roles and job types include:

- > Team members/associates
- > Professionals/individual contributors
- > Team leaders/supervisors

- > Managers and leaders (including executives)
- > Sales representatives (professional and entry-level)
- > Retail sales
- > Customer service and call center associates
- > Retail customer service
- > Health care provider and support roles

In addition, for each job family, DDI has drawn upon its extensive research base to develop Screening & Testing content sets that measure a candidate’s personal attributes, work-related experience, job-specific competencies, and motivational fit. These content sets have been pre-configured to minimize adverse impact against protected groups (i.e. on the basis of race, gender, and age) while maximizing validity for predicting job performance.

### CONTACT INFORMATION

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