



# DDI SKILLS TESTS

## LEGAL

### SKILL TESTS TO EVALUATE LEGAL PROFESSIONALS

From law firms to government agencies, legal offices need employees who can perform a range of functions from typing to legal research to the preparation and review of important legal documents.

Now, you can evaluate legal office professionals and support staff for the knowledge, skills and abilities they need to be successful in the legal field.

With DDI's Legal tests\*, you can assess legal researchers, legal secretaries, paralegals, legal assistants and other professionals and support personnel for critical knowledge and skills in important areas such as legal research, litigation, general, commercial, medical, labor and property law. You can also measure traditional clerical skills required in a legal office such as typing and transcription of legal documents.

DDI's Legal tests are easy to use. A job applicant simply selects and launches one or more tests from the testing account, and within minutes of the applicant completing a test session, a comprehensive report will be generated on the applicant's knowledge, skills and abilities. And because test results are stored in an automated database, you can always search for test results by either candidate name or test name, at your convenience.

#### AVAILABLE TESTS:

- > Advanced Legal Terminology
- > General Legal Concepts
- > Legal Documents
- > Legal Research
- > Litigation
- > Commercial Law
- > Criminal Law
- > Labor Law
- > Legal Assistant
- > Legal Assistant (Advanced)
- > Medical Law
- > Paralegal
- > Paralegal (Advanced)
- > Property Law
- > Typing-Legal
- > Audio Transcription-Legal
- > Shorthand-Legal
- > Audio Transcription-Read Response
- > Spelling-Legal
- > Vocabulary-Legal
- > DeltaView

## 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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