



DDI SKILLS TESTS

TYPING/DATA ENTRY

ASSESSING SPEED AND ACCURACY

Speed and accuracy in typing and data entry are critical to success in many office-related jobs.

DDI offers easy-to-use, automated tools for assessing these important skills. Two Typing/Data Entry tests* are available:

- > Typing Speed and Accuracy Test assesses a candidate's ability to type from a printed document.
- > Data Entry Speed and Accuracy Test assesses a candidate's ability to enter data into a standard database form.

Both tests come with powerful, test-making features that allow you to create a typing test based on your own documents or a data entry test based on your own data and online forms. Both tests are available for PC, network, and Internet deployment.

Advanced Typing/Data Entry reporting provides expanded information and views of candidates' test results at the click of a mouse, enabling you to analyze a candidate's test performance in relation to that of other test takers. Profile reports can display data from all tests taken by a single candidate, or all candidates who have taken a particular test.

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

WORLD HEADQUARTERS
412.257.0600

E-MAIL INFO@DDIWORLD.COM

WWW.DDIWORLD.COM/LOCATIONS