



DDI SKILLS TESTS

SOFTWARE SKILLS TESTING ON TODAY'S TOP OFFICE SOFTWARE

In today's high-technology marketplace, software skills are not a bonus, but critical to many, if not most, jobs.

With DDI's Software Skills tests*, state-of-the-art software simulations are used to test candidates on today's top office software, including Microsoft Office, Lotus SmartSuite, WordPerfect and more.

Whether your goal is employee selection, workforce development, or education and training, DDI Skill Tests provide the highest quality tests, test content, and test development tools to meet your most exacting needs.

SkillCheck Software Skills tests on Microsoft Office allow test takers to answer questions by performing tasks in any way the actual office software allows-with no need to buy the actual software.

In addition to providing standard, validated tests on all Microsoft Office products, DDI also provides 100-200 test questions per Microsoft Office application, covering all major features of all Office versions (including Office 2003).

AVAILABLE TESTS:

SkillCheck Software Skills testing is available for:

- > Office 2003
- > Office 2000
- > Office XP
- > Office 97

Specific Microsoft Office products for which tests are available include:

- > Word
- > PowerPoint
- > Outlook
- > Excel
- > Access

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

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