skillsarena

TEST DIRECTORY

About Skillsarena

Providing you with the tools and expertise to measure people's skills, knowledge and personality

■ Delivering recruitment and talent management solutions since 2001.

■ We have our own IP and developers, meaning we work flexibly and fast.

■ Skills testing is our bread and butter but we also offer a consultancy service and a whole host of talent management and staff retention tools. We are constantly evolving.

TEST DIRECTORY

100's of tests for you to choose from

ENGLISH LANGUAGE & LITERACY TESTS

This module is designed to test a candidate's ability to use British English in a professional setting.

Questions in pool: 240
Questions presented: 30
Time allowed: 15
Difficulty levels: 3

SPELLING

Questions in pool: 240
Questions presented: 30
Time allowed: 15
Difficulty levels: 3

GRAMMAR

Questions in pool: 240
Questions presented: 30
Time allowed: 15
Difficulty levels: 3

VOCABULARY

Questions in pool: 120
Questions presented: 6
Time allowed: 15
Difficulty levels: 3

READING COMPREHENSION

Questions in pool: 16
Questions presented: 1
Time allowed: 15
Difficulty levels: 3

PROOFREADING

CORE SKILLS TESTED:

CHECKING

ACCURACY

ATTENTION TO DETAIL

REASONING

COMMUNICATION

MATHEMATICS & NUMERACY TESTS

This module is designed to test a candidate's ability to understand & work with numbers in a professional setting.

Questions in pool: 240
Questions presented: 30
Time allowed: 15
Difficulty levels: 3

ARITHMETIC

Questions in pool: 240
Questions presented: 12
Time allowed: 15
Difficulty levels: 3

NUMERACY

Questions in pool: 120
Questions presented: 15
Time allowed: 15
Difficulty levels: 3

NUMERICAL COMPREHENSION

CORE SKILLS TESTED:

CHECKING

ACCURACY

REASONING

STATISTICS

LOGIC

APTITUDE TESTS

This module is designed to test a candidate's logical reasoning skills and how well they can solve problems and process information.

Questions in pool: 30
Questions presented: 30
Time allowed: 30
Difficulty levels: 3

VERBAL REASONING

Questions in pool: 30
Questions presented: 30
Time allowed: 30
Difficulty levels: 3

NUMERICAL REASONING

CORE SKILLS TESTED:

PROBLEM SOLVING

ACCURACY

LOGIC

REASONING

MICROSOFT OFFICE SIMULATION TESTS

This module is designed to test a candidate's ability to use Microsoft software products in a fully simulated test platform.

Questions in pool: 80	Questions in pool: 80	Questions in pool: 40	Questions in pool: 40	Questions in pool: 30
Questions presented: 15	Questions presented: 15	Questions presented: 15	Questions presented: 15	Questions presented: 15
Time allowed: 20	Time allowed: 20	Time allowed: 20	Time allowed: 20	Time allowed: 20
Difficulty levels: 3	Difficulty levels: 3	Difficulty levels: 3	Difficulty levels: 3	Difficulty levels: 3
WORD	**EXCEL**	**POWERPOINT**	**OUTLOOK**	**IT LITERACY**

CORE SKILLS TESTED:

COMPUTER LITERACY **ACCURACY** **SPEED** **PROFICIENCY** **LEVEL OF COMPETENCE**

CLERICAL TESTS PART 1

This module is designed to test a candidate's ability to complete administrative tasks quickly & efficiently within a professional setting.

Questions in pool: 35
Questions presented: 30
Time allowed: 30
Difficulty levels: 1

123 FILING

Questions in pool: 50
Questions presented: 30
Time allowed: 30
Difficulty levels: 1

ABC FILING

Questions in pool: 30
Questions presented: 15
Time allowed: 15
Difficulty levels: 1

SORTING & CODING

CORE SKILLS TESTED:

LISTENING

ACCURACY

SPEED

REASONING

ATTENTION TO DETAIL

CLERICAL TESTS PART 2

Clerical tests module continued.

FILING

Questions in pool: 90

Questions presented: 15

Time allowed: 30

Difficulty levels: 1

FILING

DATA ENTRY

Questions in pool: 80

Questions presented: -

Time allowed: 5

Difficulty levels: 1

DATA ENTRY

MATCHING

Questions in pool: 60

Questions presented: 30

Time allowed: 15

Difficulty levels: 1

MATCHING

CORE SKILLS TESTED:

LISTENING

ACCURACY

SPEED

REASONING

ATTENTION TO DETAIL

TYPING TESTS

This module is designed to test a candidate's ability to copy type or speed type from a variety of formats to measure their speed and accuracy.

Questions in pool: 5
Questions presented: 1
Time allowed: 5
Difficulty levels: 1

AUDIO TYPING

Questions in pool: 4
Questions presented: 1
Time allowed: 5
Difficulty levels: 1

SPEED TYPING

CORE SKILLS TESTED:

AUDIO COMPRHENSION

ACCURACY

SPEED

ATTENTION TO DETAIL

IN-TRAY EXERCISE

This module is designed to test a candidate's ability to simulate an everyday business working environment by testing an Individual's ability to recognize priority tasks and organise their workload and work-flow accordingly.

Questions in pool: 8
Questions presented: 8
Time allowed: 60
Difficulty levels: 1

MANAGEMENT IN-TRAY

Questions in pool: 6
Questions presented: 6
Time allowed: 45
Difficulty levels: 1

IN-TRAY

CORE SKILLS TESTED:

WRITTEN COMMUNICATION

DUDUCTION

BUSINESS ETIQUETTE

PRIORITISATION

INDUSTRY SPECIFIC

TESTS

RETAIL TESTS

This module is designed to assess a candidate's knowledge and skills needed with the retail sector.

Questions in pool: 10	Questions in pool: 30	Questions in pool: 15	Questions in pool: 7	Questions in pool: 80
Questions presented: 10	Questions presented: 10	Questions presented: 15	Questions presented: 7	Questions presented: 40
Time allowed: 15	Time allowed: 15	Time allowed: 15	Time allowed: 45	Time allowed: 30
Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1
RETAIL CULTURE	**CUSTOMER SERVICE**	**RETAIL HEALTH & SAFETY**	**RETAIL IN TRAY**	**STOCK CONTROL**

CORE SKILLS TESTED:

CUSTOMER SERVICE **DECISION MAKING** **ATTENTION TO DETAIL**

LOGISTICS TESTS PART 1

This module is designed to assess a candidate's knowledge in the transport of a variety of goods.

Questions in pool: 10	Questions in pool: 8	Questions in pool: 11	Questions in pool: 10	Questions in pool: 10
Questions presented: 10	Questions presented: 8	Questions presented: 11	Questions presented: 10	Questions presented: 10
Time allowed: 5	Time allowed: 5	Time allowed: 5	Time allowed: 5	Time allowed: 5
Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1
ADR	**DAILY VEHICLE CHECK**	**DRIVER HOURS**	**FORK LIFT TRUCK**	**HIAB LORRY LOADER**

CORE SKILLS TESTED:

AWARENESS

EU REGULATION KNOWLEDGE

SAFETY PROCEDURES

LOGISTICS TESTS PART 2

Logistics tests continued.

Questions in pool: 7
Questions presented: 7
Time allowed: 5
Difficulty levels: 1

LOAD SAFETY

Questions in pool: 12
Questions presented: 12
Time allowed: 15
Difficulty levels: 1

MANUAL TACHOGRAPH

CORE SKILLS TESTED:

AWARENESS

EU REGULATION KNOWLEDGE

SAFETY PROCEDURES

INDUSTRIAL TESTS

This module is designed to asses a candidate's skills,, knowledge and attention to detail within an industrial role.

Questions in pool: 20

Questions presented: 15

Time allowed: 15

Difficulty levels: 1

ASSEMBLY OPERATIVES

Questions in pool: 20

Questions presented: 15

Time allowed: 15

Difficulty levels: 1

INDUSTRIAL ETTIQUETTE

Questions in pool: 20

Questions presented: 15

Time allowed: 15

Difficulty levels: 1

READING A RULER

CORE SKILLS TESTED:

INDUSTRIAL KNOWLEDGE

ATTENTION TO DETAIL

HEALTH & SAFETY TESTS

This module is designed to assess a candidate's ability and awareness in protection and care within a professional setting.
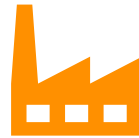
Questions in pool: 30	Questions in pool: 60	Questions in pool: 30	Questions in pool: 30	Questions in pool: 30
Questions presented: 15	Questions presented: 30	Questions presented: 15	Questions presented: 15	Questions presented: 15
Time allowed: 15	Time allowed: 15	Time allowed: 15	Time allowed: 15	Time allowed: 15
Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1	Difficulty levels: 1
ACCIDENT PROVENTION	**FIRST AID**	**MANUFACTURING H&S**	**OFFICE H&S**	**SAFETY SIGNS & SIGNALS**

CORE SKILLS TESTED:

RISK AWARENESS
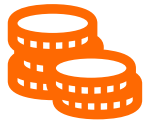
FIRST AID SKILLS

REGULATION KNOWLEDGE

INTUITION

ACCOUNTING & FINANCE TESTS PART 1

This module is designed to test a candidate's knowledge and skills needed within the finance sector.

Questions in pool: 30

Questions presented: 25

Time allowed: 15

Difficulty levels: 1

FNANCIAL ACCOUNTING

Questions in pool: 30

Questions presented: 25

Time allowed: 15

Difficulty levels: 1

PURCHASE LEDGER

Questions in pool: 30

Questions presented: 25

Time allowed: 15

Difficulty levels: 1

SALES LEDGER

CORE SKILLS TESTED:

FINANCE TERMINOLOGY

ACCURACY

CAPABILITY

REGULATION KNOWLEDGE

ACCOUNTING & FINANCE TESTS PART 2

Accounting and finance tests continued.

Questions in pool: 30
Questions presented: 25
Time allowed: 15
Difficulty levels: 1

PAYROLL

Questions in pool: 30
Questions presented: 25
Time allowed: 15
Difficulty levels: 1

BOOKKEEPING

Questions in pool: 15
Questions presented: 15
Time allowed: 15
Difficulty levels: 1

SAGE 50 ACCOUNTS

CORE SKILLS TESTED:

✓ **FINANCE TERMINOLOGY**

✓ **ACCURACY**

✓ **CAPABILITY**

✓ **REGULATION KNOWLEDGE**

LEGAL TESTS

This module is designed to test candidate's ability to perform within the legal industry.

AUDIO TYPING

Questions in pool: 1

Questions presented: 1

Time allowed: 5

Difficulty levels: 1

AUDIO TYPING

DATA ENTRY

Questions in pool: 75

Questions presented: -

Time allowed: 5

Difficulty levels: 1

DATA ENTRY

PROOFREADING

Questions in pool: 1

Questions presented: 1

Time allowed: 15

Difficulty levels: 1

PROOFREADING

SPEED TYPING

Questions in pool: 1

Questions presented: 1

Time allowed: 5

Difficulty levels: 1

SPEED TYPING

CORE SKILLS TESTED:

GRAMMAR

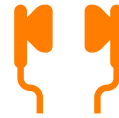**TYPING**

ACCURACY

AUDIO COMPREHENSION

CALL CENTRE TESTS PART 1

This module is designed to test a candidate's ability to use skills utilised within the call centre industry.

Questions in pool: 25

Questions presented: -

Time allowed: 5

Difficulty levels: 1

CALL CENTRE AUDIO

Questions in pool: 75

Questions presented: -

Time allowed: 15

Difficulty levels: 1

CALL CENTRE AUDIO

Questions in pool: 10

Questions presented: 10

Time allowed: 15

Difficulty levels: 1

CUSTOMER SERVICE SCENARIO

CORE SKILLS TESTED:

LISTENING

ACCURACY

SPEED

REASONING

ATTENTION TO DETAIL

CALL CENTRE TESTS PART 2

Call centre tests continued.

TOWN NAMES

Questions in pool: 110
Questions presented: 20
Time allowed: 5
Difficulty levels: 1

PHONETIC ALPHABET

Questions in pool: 30
Questions presented: 30
Time allowed: 15
Difficulty levels: 1

CALL CENTRE CONVERSATION

Questions in pool: 75
Questions presented: -
Time allowed: 15
Difficulty levels: 1

CORE SKILLS TESTED:

✓ LISTENING

✓ ACCURACY

✓ SPEED

✓ REASONING

✓ ATTENTION TO DETAIL

BESPOKE TESTS

Create your own

CREATE YOUR OWN TESTS

We understand that one size doesn't fit all which is why we will work with you to help you find a recruitment solution which fits your unique needs.
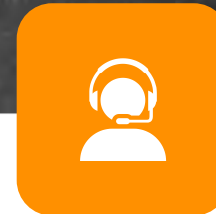

HIGHLY ADAPTIVE TEAM

We can work with you to design and build a tailored solution to meet your individual needs.

YOU DECIDE

Option to either bespoke our current suite of tests or create and build something from scratch using our in house development team.
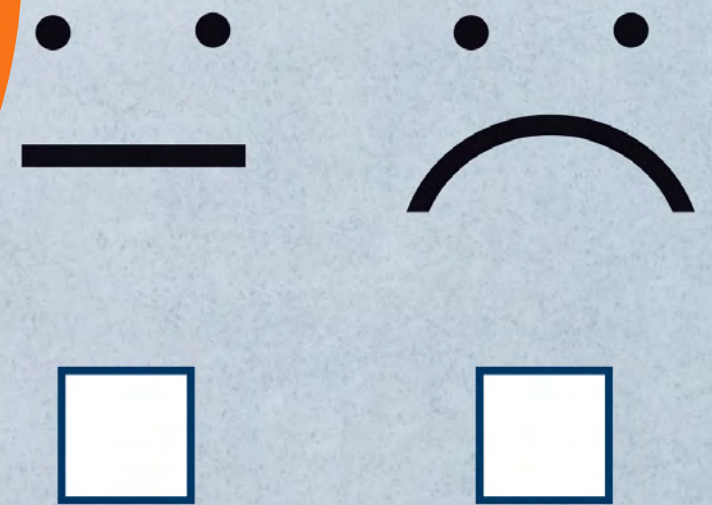
CONSULTANTS

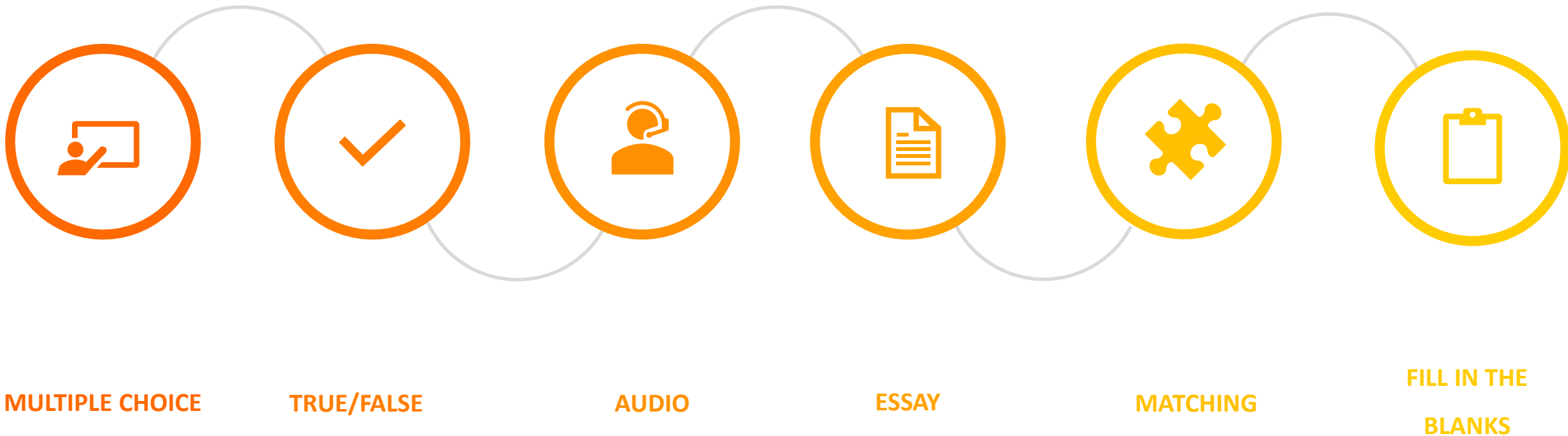We can work on a consultancy basis to recommend a recruitment solution tailored for your organisation.

QUESTION TYPES

Create your own

QUESTION TYPES

A bank of question types for you to choose from when developing your own bespoke tests.

MULTIPLE CHOICE

TRUE/FALSE

AUDIO

ESSAY

MATCHING

FILL IN THE BLANKS

QUESTION TYPES CONTINUED

SITUATIONAL JUDGEMENT

RANKING

QUESTIONNAIRE

MARK THE ERRORS

UNSCRIPTED REPORT WRITING

SITUATIONAL JUDGEMENT TESTS

SITUATIONAL JUDGEMENT TESTS

Measures the skills and behaviours of individuals in work-related situations such as their soft-skills, common sense, non-academic behaviours and practical intelligence

VALUES

With four approaches to prioritise, you can understand a candidate's values and behaviours in given situations.

BESPOKE TESTS

Each test is created specifically for an organisation's needs and allows you to sift out 50 – 70% of applicants.

THE FUTURE

With this test you can predict your future employees job performance.

PERSONALITY PROFILING

PERSONALITY PROFILING

It displays a clear personality profile of an employee's strengths, weaknesses, working style

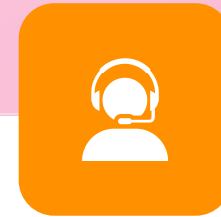and how these all fit together to produce an effective team.

PSYCHOMETRIC TEST

Modern alternative to a traditional psychometric test which assesses how different personalities deal with working situations.

EASY TO DIGEST

Easy to read report which focusses on 4 key colours alongside introversion, extroversion, thinking and feeling.

THE TRUTH

Discover what kind of person a candidate is in ways they wont necessary admit to in an interview.

YOUR DEDICATED CONSULTANTS

Here to support you every step of the way!

VICKI MANN

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CAROL REDDIN

Business Development Manager

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