



Quick List Reference for Administrative Positions

Administrative staff make it all work. In today's technology-driven world, the specific skills required of administrative staff are ever-increasing. Our assessment products allow you to evaluate the specific skills you need, as well as the attitude, interpersonal abilities, and work history of your candidates.

The following lists highlight the specific assessment products available. For additional information on each type of assessment, please refer to the respective section for that assessment type.



Pre-Hire Personality Assessments

Pre-hire Personality Profile
Pre-hire Personality Profile (Spanish)
Pre-hire Personality Profile for First-Line Supervisor
Pre-hire Personality Profile for First-Line Supervisor (Spanish)

Pre-hire Personality Screen
Pre-hire Personality Screen (Spanish)
Pre-hire Productivity Index
Pre-hire Productivity Index (Spanish)

Employment History (Biodata) Assessments

Employment History Survey For Hourly Workers
Employment History Survey For Hourly Workers (Spanish)
Employment History Survey For Professionals

Coaching & Leadership Personality Assessments

Career Interest Inventory
Career Interest Inventory (French)

Career Interest Inventory (Portuguese)
Career Interest Inventory (Spanish)
Career Interest Inventory (Swedish)

Computer Software Simulation Assessments

MS Access 2000 Fundamentals Simulation
MS Access 2002 Fundamentals Simulation
MS Access 2003 Fundamentals Simulation
MS Excel 2000 Fundamentals Simulation
MS Excel 2002 Fundamentals Simulation
MS Excel 2003 Fundamentals Simulation
MS Outlook 2002 Fundamentals Simulation

MS PowerPoint 2000 Fundamentals Simulation
MS PowerPoint 2002 Fundamentals Simulation
MS PowerPoint 2003 Fundamentals Simulation
MS Windows 2000 Fundamentals Simulation
MS Windows XP Fundamentals Simulation
MS Word 2000 Fundamentals Simulation
MS Word 2002 Fundamentals Simulation
MS Word 2003 Fundamentals Simulation

Knowledge, Skills, and Abilities Assessments

Behavioral Interviewing (U.S.)	MS Excel 2002	MS Word 97
Benefits Administration (U.S.)	MS Excel 2003	MS Word 97 Essentials Simulation
Benefits Management (U.S.)	MS Excel 97	MS Word 97 Fundamentals
Business Communication	MS Excel 97 Essentials Simulation	MS Word Pro 9.0 Essentials Simulation
Business Concepts (U.S.)	MS Excel 97 Simulation	MS Word Pro 9.0 Simulation
Business Ethics Awareness (U.S.)	MS Internet Explorer 6.0 Fundamentals	Managing People (U.K.)
Business Math	MS Office 2002 Fundamentals	Managing People (U.S.)
Business Process Reengineering	MS Office 2003 Fundamentals	Market Research
Business Writing	MS Outlook 2000 Administration	Marketing Concepts
Change Management (U.S.)	MS Outlook 2000 Essentials Simulation	Marketing Strategy
Childcare Fundamentals (U.S.)	MS Outlook 2000 Fundamentals	Math Fundamentals
Coaching	MS Outlook 2000 Simulation	Medical Billing
Cognitive Ability Measure	MS Outlook 2002 Fundamentals	Medical Billing
Compensation Management (U.S.)	MS Outlook 2002 Simulation	Medical Office Skills (U.S.)
Computer Fundamentals (Mac OS X 10.4)	MS Outlook 2003 Fundamentals	Multitasking, Clerical Version
Computer Fundamentals (Win XP)	MS Outlook Express 5.0 Fundamentals	Negotiation Strategy
Consumer Products Industry Knowledge (U.S.)	MS PowerPoint 2000	Office Management (U.S.)
Corel WordPerfect 9.0	MS PowerPoint 2000 Fundamentals	Office Procedures (U.S.)
Customer Assistance	MS PowerPoint 2002	Operations Concepts
Data Entry 10-Key	MS PowerPoint 2002 Fundamentals	Presentation Skills
Data Entry Alphanumeric	MS PowerPoint 97	Project Management
Data Entry Numeric	MS Powerpoint 2000 Essentials Simulation	Project Management (2000)
Database Marketing (U.S.)	MS Powerpoint 2000 Simulation	Purchasing Process (U.S.)
Diversity Awareness (U.S.)	MS Powerpoint 2002 Essentials Simulation	Records Information Management
English Listening Comprehension (U.S.)	MS Powerpoint 2002 Simulation	Recruiting Concepts (U.S.)
English Vocabulary	MS Powerpoint 2003 Fundamentals	Retail Industry Knowledge (U.S.)
English Writing Exercise	MS Powerpoint 97 Essentials Simulation	Retail Management (U.S.)
Filing (U.S.)	MS Powerpoint 97 Simulation	Sexual Harassment Awareness (U.S.)
HRIS Concepts	MS Project 2000 Simulation	Shorthand
Human Resources Concepts (U.S.)	MS Publisher 2000	Solution Selling
ICD-9 and CPT 4 Coding (Hospital)	MS Windows 2000	Speedwriting
Information Technology Industry Knowledge	MS Windows 2000 Simulation	Spelling (U.S.)
Internet Research and Evaluation (U.S.)	MS Windows 2000 Spanish Simulation	Spoken English Test
Interpersonal Communications	MS Windows 98 Simulation	Spoken Spanish Test
Interviewing and Hiring Concepts (U.S.)	MS Windows XP Essentials Simulation	Technical Writing
Legal Issues for Employees (U.S.)	MS Windows XP Simulation	Telephone Etiquette
Legal Issues for HR and Management (U.S.)	MS Word 2000	Time Management (U.S.)
Legal Research (U.S.)	MS Word 2000	Training Delivery and Evaluation
Legal Secretarial Skills (U.S.)	MS Word 2000 Essentials	Training Development
Listening Comprehension - English (UK)	MS Word 2000 Fundamentals	Typing Speed & Accuracy
Listening Skills	MS Word 2002	Word Processing Fundamentals
Lotus 1-2-3 9.5	MS Word 2002 Fundamentals	WordPerfect 8.0 Essentials Simulation
Lotus Word Pro 9.5	MS Word 2002 Simulation	WordPerfect 8.0 Simulation
MS Access 2000 Fundamentals	MS Word 2003	WordPerfect 9.0 Essentials Simulation
MS Access 2002 Fundamentals	MS Word 2003 Essentials Simulation	WordPerfect 9.0 Simulation
MS Access 2003	MS Word 2003 Simulation	Workplace Fundamentals (U.S.)
MS Excel 2000	MS Word 97	Written English (U.K.)

Contact Brainbench At:

703-674-3500

sales@brainbench.com

