

## Testing Services

The Employers' Association provides many pre-employment and developmental tests, most of which are administered electronically. These tests can be sent by email and administered at a member or applicant location, eliminating travel time. Results are also delivered electronically, usually within minutes after a test's completion.

### Tests Offered Include:

**New Workforce Inventory (NWI)** is a personality inventory used as an employee selection and assessment tool. The 182 items can be completed in 30 minutes. The NWI provides a comprehensive picture of an individual's functioning in areas critical to success. It measures:

- Flexibility/adaptability
- Teamwork
- Conscientiousness
- Innovation
- Openness to learning
- Customer orientation

*Members: \$55 Non-members: \$85*

**Management Development Questionnaire (MDQ)** is a competency and skill assessment for managers and professional staff, based on research that has identified the skills required by successful managers. It is best suited as a pre-employment assessment or as a developmental tool for executives and managers. It measures managing change, planning and organization, interpersonal skills, results orientation, and leadership.

*Members: \$90 Non-members: \$125*

**Watson-Glaser Critical Thinking Appraisal:** This test is often used with the MDQ for assessing high-level managerial and executive candidates. It measures an individual's critical thinking – logical thinking used for drawing conclusions from facts and evidence. This test compares an individual's scores with industry and occupational "norms" including executive, director, manager, supervisor, and sales positions. The test has 40 items and can be completed in 30 minutes.

*Member: \$28 Non-member: \$40*

**DiSC Behavioral Profile:** With 30 years of proven reliability and over 40 million users, DiSC remains one of the most trusted instruments in the training and development field. This profile explores an individual's behaviors across four primary dimensions: dominance, influence, steadiness, and conscientiousness. The profile is most often used as a team development instrument to help employees understand their own behavior, improve communication and minimize conflict.

*Member: \$40 Non-member: \$55*

**Microsoft Excel 2007 – Standard** is designed to assess an individual's knowledge of a wide variety of topics related to using Excel 2007. Comprised of 35 items and taking about 35 minutes to complete, the questions pertain to the most commonly used Microsoft Excel 2007 features such as file management, editing, formatting, analysis, customizing Excel, and Excel and the Internet. The report will indicate the candidate's performance on each item and whether that skill is considered at the Beginner, Intermediate, or Advanced level.

*Member: \$28 Non-member: \$40*

**Microsoft Word 2007 – Standard** is designed to assess an individual's knowledge of a wide variety of topics related to using Word 2007. Comprised of 35 items and taking about 35 minutes to complete, the questions pertain to commonly used Microsoft Word 2007 features such as file management, editing, formatting, printing, desktop publishing, and customizing Word.

*Member: \$28 Non-member: \$40*

**Sales Achievement Predictor (SalesAP)** measures traits critical to sales success and in related fields such as customer service, sales management, marketing and public relations. Composed of 140 items, the **SalesAP** can be completed in less than 20 minutes by most applicants. Validated against actual sales performance, this is a powerful tool to help select, place, and train salespeople.

*Member: \$60 Non-member: \$90*

**Light Industrial Skills Test (LIST)** assesses both the skills of job applicants and their attitudes toward illegal drug use and reliability. It is well suited for those who will be performing light industrial duties in manufacturing, shipping, distribution, and warehouse environments. The LIST takes less than 25 minutes to complete and has 80 multiple-choice questions--half of which are timed. A [Spanish](#) version of this assessment is also available.

The test measures:

- Math
- Assembly
- Drug Use Attitudes
- Inspection
- Reliability

*Member: \$20 Non-member: \$28*

**Mechanical Reasoning Test** measures the ability to understand basic mechanical principles of machinery, tools, and motion. The items represent simple principles that involve reasoning rather than specialized knowledge or training. It is comprised of 45 multiple-choice items and has a 20 minute time limit.

*Member: \$17 Non-member: \$24*

**Numerical Reasoning Test** is a power test that measures an individual's ability to analyze and discern the relationships between sets of numbers. It is a good predictor of academic performance as well as of the ability to do tasks that require solving problems that involve numbers. It is comprised of 25 multiple choice-items and has a 10 minute time limit.

*Member: \$17 Non-member: \$24*

**Verbal Reasoning Test** is a power test that assesses a person's understanding of verbal concepts including comprehension and reasoning. It is designed to measure the way an individual reasons using written information and is a useful indicator of a person's ability to think critically and logically. It is comprised of 31 multiple-choice items and has a 10 minute time limit.

*Member: \$17 Non-member: \$24*

**Skills Profiler** helps gauge a job candidate's ability to perform tasks such as problem solving, reasoning, analysis, and communicating. It provides a percentile score and brief narrative description for each of these areas:

- Language Skills
- Math and Reasoning Skills
- Total Skills Profiler Score
- Vocabulary Skills
- Attention to Detail

*Member: \$28 Non-member: \$28*

**Office Skills Battery** is well suited for assessing the competencies of job applicants who will be performing clerical functions, especially secretaries, accounting clerks, file clerks, shipping and receiving clerks, and administrative assistants. It can be completed in less than 20 minutes. A percentile score and brief narrative description is provided for each;

- Analyzing
- Filing
- Math
- Attention to Detail

*Member: \$20 Non-member: \$28*

**Basic Skills Test-Following Written Directions** measures the ability to read and follow a set of rules. The test taker reads a set of rules and determines what action to take in various situations by applying the rules. The test is comprised of 36 multiple-choice items and has a 5 minute time limit.

*Member: \$17 Non-member: \$24*

**Basic Skills Test-Language Skills** measures the ability to recognize correct spelling, punctuation, capitalization, grammar, and usage. The test taker reads a sentence, part of which is underlined, and then determines whether the underlined section has errors. This test is comprised of 25 multiple-choice items and has a 5 minute time limit.

*Member: \$17 Non-member: \$24*

For sample reports or more information on these and other available tests please contact  
Rob Strate [rstrate@teagr](mailto:rstrate@teagr).