

# General Entry Level – Data Entry 7.0

## Assessment Fact Sheet

### Overview

Our General Entry Level – Data Entry 7.0 solution is designed for entry-level positions that include entering data into computers or data management systems. This solution measures speed and accuracy at typing text and numbers into forms and predicts the following types of behaviors foundational to all jobs: being ontime to work; following rules and policies; treating others respectfully; producing quality work; meeting goals; and approaching work in a thorough and precise manner.

This solution can be used across all industries with entry-level positions. Example titles include, but are not limited to: Accounting Clerk, Accounts Receivable Clerk, Administrative Clerk, Clerical Aide, Clerical Assistant, Office Assistant, Office Services Specialist, Staff Assistant.

Job Level ..... Entry Level

Job Family/Title ..... All

### Details

Platform ..... TalentCentral

Average Testing Time ..... 24 minutes

Number of Questions..... 51-70

Designed for Unproctored Environment..... Yes

Question Format..... Multiple Choice

### Knowledge, Skills, Abilities and Competencies Measured

**Achievement:** This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterized by: working hard; taking satisfaction and pride in producing high quality work; and being competitive.

**Professional Potential:** This is a measure of the tendency to have potential for professional success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.

**Data Entry Alphanumeric Split Screen:** This is a measure of speed and accuracy at typing text and numbers into forms.

**Responsibility:** This trait is a measure of a person's responsibility for their own actions and a commitment to performing assigned tasks. This trait is characterized by: reliability; proactive involvement in work; and a dedication to complete even the most mundane tasks.

**Thoroughness:** This component measures the tendency to be thorough and precise in approaching work and personal activities. This trait is characterized by: being accurate; finding and correcting errors; and maintaining order in work and personal affairs.

## Example Question

The top laptop screen displays the SHL assessment interface. At the top, there is a header with the SHL logo, a 'Help' link, and links for 'Accessibility', 'Profile', and 'Exit'. The main content area is titled 'QUESTION' and contains the text 'Which statement best describes your long term career goals?'. Below this text are five radio button options: 'Make money', 'Have a stable and secure job' (which is selected), 'Progressively earn responsibility', 'Obtain a number of job skills', and 'Enjoy my job and my coworkers'. A blue arrow button is positioned below the options. At the bottom of the screen, there is a progress bar and a footer with the text '© 2022 SHL and its affiliates. All rights reserved.'

The bottom laptop screen displays the SHL assessment interface. At the top, there is a header with the SHL logo, a 'Help' link, and links for 'Accessibility', 'Profile', and 'Exit'. The main content area is titled 'QUESTION' and contains a registration form. The form has two columns of fields. The first column contains: 'Invoice#:', 'Last Name:', 'Street Address:', 'State:', and 'Product:'. The second column contains: 'Date:', 'First Name:', 'City:', 'Zip Code:', and 'Amount:'. The first row of the form is filled out with the following information: Invoice# 72060689, Last Name Gillmore, Street Address 8530 Delta Lane, Room 856, State WI, Product W06004045W, Date 2/23/2023, First Name Edward, City Wisconsin Dells, Zip Code 53945, and Amount 750.35. Below the first row, there is a text prompt 'Duplicate the information above in the fields below:' followed by empty fields for the same information. A blue arrow button is positioned below the form. At the bottom of the screen, there is a progress bar and a footer with the text '© 2022 SHL and its affiliates. All rights reserved.'