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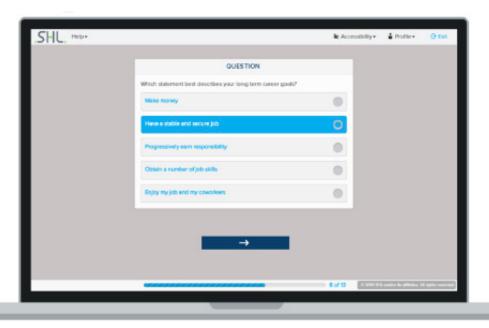
Data Entry Alphanumeric Split Screen: This is a measure of speed and accuracy at typing text and numbers into forms.
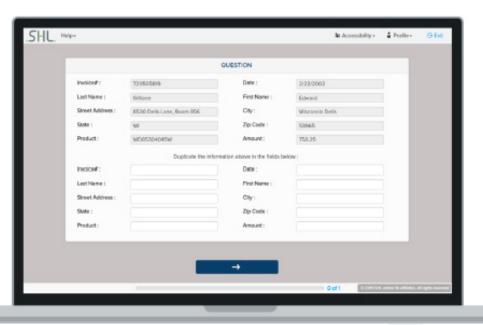
SHL.

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