



## FEATURES

- ▶ Nearly 1,000 available assessments
- ▶ Offered in multiple languages
- ▶ Easily create tests for specific job roles using existing item banks and question writing tools

## Skills Assessments & Training

Innovative skills assessments from First Advantage give you the insight you need to hire, develop and promote the people who can make a positive difference in your organization.

First Advantage assessments can help you increase retention, reduce turnover, and improve productivity and overall job satisfaction while avoiding costly hiring mistakes. That's why thousands of companies trust their employment assessment process to First Advantage, including some of the world's largest corporations, staffing agencies, training organizations and schools.

### Standard Skills Assessments

Whether you are screening one job candidate or thousands, potential or existing employees, students or trainees, our vast library of customizable assessments covering more than 1000 job skills and behaviors are available to help you meet your goals. Available in multiple languages, First Advantage's assessment solutions feature a powerful combination of performance-based and knowledge-based skills testing, along with easy-to-use test creation and advanced reporting functionality.

### Using First Advantage skills assessments, you can:

- ▶ Measure essential knowledge and skills for jobs in a wide variety of industries
- ▶ More accurately predict job aptitude using realistic simulations of popular software applications and typical job scenarios
- ▶ Comply with EEOC and federal testing guidelines
- ▶ Create quick and affordable tests to precisely match your job requirements, time constraints as well as delivery and validation needs
- ▶ Deliver testing through any applicant tracking or HRIS system, ours or yours
- ▶ Leverage First Advantage's psychometric resources for performance benchmarking services
- ▶ Enjoy an exceptional level of customer service



### **Standard Skills Assessment Categories:**

Finance and Accounting	Legal
Basic Skills and Aptitude	Medical Office
Call Center	Nursing
Clerical Office	Retail Sales
Computer Aptitude	Software
Food Services	Staffing and HR Knowledge
Light Industrial	Transcription/Typing/Data Entry
Information Technology	

### **Time-Adaptive Skills Assessments**

In addition to standard skills assessments, First Advantage offers time-adaptive skills testing for several job roles and functions. Using computer adaptive testing (CAT), an adaptive test automatically mimics a wise examiner who asks questions based on test takers' responses.

Specifically, if an examiner asks a question that is too difficult for the test taker, the next question asked should be easier. If the question turns out to be too easy, a more difficult question should be asked. This method of testing allows a candidate's skill level to be determined in the shortest amount of time – up to 50 percent less time than standard assessments – without sacrificing accuracy or detail.

### **Time-Adaptive Skills Test Categories:**

Call Center  
Clerical  
Computer and Internet User  
Light Industrial  
Office 2000/XP/2002/2003 User  
Office 2000/XP/2002/2003 Power User

### **Skills Training**

For new employees interested in quickly developing new skills, we offer self-paced professional training courses, including titles from today's most popular software packages such as Microsoft Office, Lotus, Microsoft Works, QuickBooks, Quicken and more.

### **Beyond Skill Set**

If you are interested in developing a more complete picture of your candidates above and beyond their skill set, ask your First Advantage representative about our full suite of behavioral and cognitive assessments.



**For more information, contact us at 410.494.0232,  
or email [jim@preemploymentscreen.com](mailto:jim@preemploymentscreen.com).**