



**PEOPLOGICA**  
CLEAR-CUT RESULTS, LOGICALLY



**PEOPLOGICA SKILLS**  
[WWW.PEOPLOGICASKILLS.COM](http://WWW.PEOPLOGICASKILLS.COM)

## Low Cost Screening & Skills Testing



# Why Peoplogica Skills?



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By using Peoplogica Skills, organisations now have the ability to screen candidates more effectively for all their roles, as well as test the knowledge of existing employees (eg. OH & S Policy and Safety Policy knowledge). This versatile testing platform provides the following advantages:

- Fully customisable tests to suit your needs
- Questions can be in group order or shuffled
- Largest range of skills and knowledge tests available in Australia
- Questions can be timed or untimed
- More than 250 standard tests available
- Test results easily accessed from test centre or emailed directly to HR/Management
- New tests added every month
- Candidate login and test result management via API integration
- Ability to combine tests



## Why test candidates for skills & knowledge?

- Streamline your screening and selection process
- Screen candidates for essential job skills before resumes are reviewed and interviews organised
- Identify candidates with exceptional job skills who might otherwise have slipped through the net
- Hiring processes are more accurate
- Save money and improve the quality of the candidates
- Enhance the legal compliance of your hiring processes



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# Available Tests



Peoplogica Skills is a web-based online testing tool that creates valid, job-based tests by combining multiple subjects and skill levels into a single assessment. Peoplogica Skills offers a large selection of modular tests from several topical areas that can be combined to fit your business needs:

- |  |                           |
|--|---------------------------|
| • Typing and Data Entry  | • Web Development         |
| • Work Skills (eg Leadership, Sales, Marketing, Medical, Legal, Call Centre etc) | • Hardware and Networking |
| • Maths and English Skills   | • Operating Systems       |
| • Microsoft Office Software  | • Application Development |
|  | • Database                |

*Please refer to the latest Skills Test list to review all available tests.*

Don't see what you need? Let us develop a fully customised test that fully addresses your particular requirements (eg. OH & S Policy, Safety Policy etc).

With Peoplogica Skills as part of the screening process, those tasked with candidate selection can use their time more efficiently and access data that gives more accuracy and defensibility to their candidate recommendations.

## Would you like to experience our tests?

Try one, or more, of these 8 question sample tests, please click on the test description below (results will be emailed to you immediately on completion):

**Office Administrator (Example)**  
(Test includes MS Word, Attention to Detail & Email Etiquette)

**IT Operating Systems (Example)**  
(Test includes MS Windows 7 & Unix)

**Microsoft Office (Example)**  
(Test includes XP Word, Excel and Powerpoint)

**Management (Example)**  
(Test includes Leadership Skills & Logical Thinking)

**Storeperson (Example)**  
(Test includes Numerical & Logical Thinking)

**Sales (Example)**  
(Test includes Sales Concepts & Customer Service)

**Retail Attendant (Example)**  
(Test includes Retail Maths & Customer Service)

**Contact Centre (Example)**  
(Test is for an Inbound CSR)



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# Standard Skills Test List

Below is a summary list of the standard skills tests that are available as at 1<sup>st</sup> January, 2013. Please note that up to four tests can be combined into one test and fully customised tests can be developed to satisfy your particular needs.

## GENERAL TESTS

### Abilities and Aptitudes

- Attention to Detail
- Email Etiquette
- Logical Thinking
- Office Filing
- Technical Writing Skills
- Numerical Reasoning
- Data Checking
- Spatial Reasoning
- Verbal Reasoning

### Language and Communication

- Business Communication
- English Language
- English Proofreading
- English Spelling and Vocabulary

### Management

- Leadership Skills
- Management Skills
- Project Management
- Time Management

### Primary Work Skills

- Basic Arithmetic
- Basic Computer Knowledge for Windows
- Interview Essay Questions
- IT Industry Acronyms
- Quantitative Analysis

### Sales & Marketing

- Marketing Concepts
- Retail Maths
- Sales Concepts
- Salesforce Summer '12 Administration
- Salesforce.com CRM
- Search Engine Marketing
- Social Media Marketing
- Web Search Skills
- MS Dynamics CRM 2011 for General Use

## Typing & Data Entry

- 10-Key Data Entry
- Business Text
- Contact Data Entry
- Fill-in Form Typing
- General Typing
- General Typing (audio)
- News Text

## OCCUPATIONAL TESTS

### Microsoft Office Software Simulations

- MS Office Word 2007 Simulation
- MS Office Excel 2007 Simulation
- MS Office Outlook 2007 Simulation

### Microsoft Office Software

- MS Office Excel  
(2000, 2003, 2007, 2010, XP)
- MS Office Powerpoint  
(2000, 2003, 2007, 2010, XP)
- MS Office Outlook  
(2000, 2003, 2007, 2010, XP)
- MS Office 2000 Word  
(2000, 2003, 2007, 2010, XP)
- MS Office 2003 Excel Functions
- MS Office 2003 VBA
- MS Office Visio (2003, 2007)
- MS Office 2007 One Note
- MS Office Project 2007
- MS Office Publisher 2007

### Recently Added

- Salesforce Summer '12 Administration
- Objective C – Programming
- Workplace Safety
- MS Dynamics CRM 2011 for General Use
- Retail Call Centre

### Tests Coming Soon

- Netsuite Financials 12.1
- MS Office Publisher 2010
- Windows 8
- Environmental Health and Safety
- Joomla 2.5



# Standard Skills Test List

## Retail

- General Retail Knowledge
- Retail Marketing Skills
- Sales Clerk Skills
- Warehouse Pick and Pack Skills
- Warehousing Skills
- Web Merchant Skills

## Call Centre

- Call Centre
- Customer Service
- Retail Call Centre
- Inbound Call Centre Simulation (US Vocals)
- Outbound Call Centre Simulation (US Vocals)

## Accounting and Financial

- Accounting and Bookkeeping Principles
- Accounting – Payroll
- Accounting – Accounts Receivable
- Accounting – Accounts Payable
- Bank Teller Skills
- Debt Collection
- Intuit QuickBooks Enterprise Solutions (2012)
- Intuit Quickbooks Pro  
(2004, 2006, 2008, 2010, 2011)
- MS Dynamics AX 2009 – Financials
- Peachtree Complete Accounting  
(2003, 2005, 2008, 2009)
- MYOB AccountRight Plus 19

## Engineering, Industrial and Design

- Basic Electronics
- Telecommunications
- AutoCAD for General Use
- Mechanical Engineering Skills
- Electrical Engineering Skills

## Hospitality Industry

- Event Planning Skills
- Food and Beverage Serving Skills
- Front Desk Skills
- Guide and Tour Operator Skills
- Room Service Management Skills

## Health

- Medical Transcription
- Nursing Skills
- First Aid
- Workplace Safety
- Registered Nursing Skills

## INFORMATION TECHNOLOGY

### Application and Web Development

- Active Server Pages.NET,  
(2.0, 3.0, 3.5)
- Active X
- Adobe ColdFusion 8, 9
- Adobe Dreamweaver CS3
- Adobe Flash CS3 Prof – Mac
- Adobe Flash CS3 Prof – Win
- Adobe Flash CS5 Prof – Win
- Adobe Flex 4.0
- Ajax Frameworks
- Ajax Programming
- Allaire ColdFusion 4.5
- Android 4.0 - 4.03 Programming
- Borland Delphi
- Objective – C Programming
- C
- C#
- C#4.0
- C++
- Cascading Style Sheets 2.1, 3.0
- CGI
- CoBOL
- CORBA
- Extended JavaScript 3.0
- HP WinRunner 9.2
- HTML 4.01, 5.0
- IBM CICS
- Java 2 Enterprise Edition 1.4
- Java Enterprise Edition 5, 6
- Java 2 Standard Edition (1.5, 7)
- Java Frameworks Hibernate 4
- Java Frameworks Struts 2
- Java Frameworks Spring 2.5
- Java GUI
- Java Technologies: Hibernate, Spring and Struts
- Javascript (1.4, 1.8.5)
- JQuery 1.6.2



# Standard Skills Test List

- Macromedia Authorware
- Macromedia Dreamweaver 4, 8
- Macromedia Flash 4
- Macromedia Flash Professional 8
- MS Dynamics CRM 2011 Development
- MS.NET Framework (1.1, 2.0, 3.5, 4.0)
- MS FrontPage 2000
- MS Sharepoint 2007
- MS Sharepoint Server 2010 for General Use
- MS Visual Basic (2005, 2010)
- MS Visual Basic 6
- MS Visual C++
- MS Visual C++ 2010 Professional
- MS Visual Interdev
- MS Visual Source Safe
- MS Visual Studio 2005
- MS Visual Studio Professional (2008, 2010)
- OOP Concepts
- Perl 1.0
- Perl 5 Version 14
- PHP 5
- Python 2.6
- Quality Assurance
- RubyOnRails 2.1
- Salesforce.com Development
- Search Engine Optimisation Fundamentals
- SOA Design & Development Knowledge
- Software Testing
- Sybase Powerbuilder
- Visual Basic Script
- Visual Basic.NET
- VRML
- Web Analytics
- WebLogic Server 9.2
- Websphere Application Server 8.0
- Wordpress 3.4.2
- XHTML 1.0
- XML

## Databases and Business Intelligence

- Crystal Reports 2008
- IBM DB2
- MS Office Access  
(2000, 2003, 2007, 2010, XP)
- MS Office Access SQL 2003
- MS SQL Server 2000 – Administration
- MS SQL Server 2005

- MS SQL Server 2008 Programming
- MS SQL Server 7
- MS Visual FoxPro (6, 9)
- MySQL 4, 5.5
- Oracle 10g Administration
- Oracle Administration
- Oracle Developer
- Oracle SQL Developer Data Modeller 3.0
- Oracle PL/SQL
- Relational Databases
- Seagate Crystal Reports 8.5

## Desktop Publishing Software

- Adobe Acrobat 9.0
- Adobe Acrobat Pro 10
- Adobe Fireworks CS3- Windows
- Adobe FrameMaker 8
- Adobe Illustrator 4.0
- Adobe Illustrator CS2 – Windows
- Adobe Illustrator CS3
- Adobe Illustrator CS5 – Windows
- Adobe InDesign CS2-Windows
- Adobe InDesign CS3-Windows
- Adobe PageMaker 4.0
- Adobe PageMaker 7.0 - Windows
- Adobe Photoshop 5.5 (Mac, Win)
- Adobe Photoshop CS2 – Windows
- Adobe Photoshop CS3 (Mac, Win)
- Adobe Photoshop CS5 Ext– Windows
- Corel Wordperfect 8.0
- QuarkXpress 4.0 (Mac, Win)

## Enterprise Resource Planning

- SAP R3 Basis

## Hardware and Networking

- LAN Switching & Wireless Fundamentals
- MS Exchange Server (2000, 2003, 2010)
- Networking Essentials
- OS-MVS – Job Control Language
- PC Hardware
- Routing Fundamentals
- TCP/IP
- VMware





# Standard Skills Test List

## Lotus

- Lotus Notes Administration
- Lotus Notes for Users
- Lotus Notes 8.5

## Operating Systems & Internet Browsers

- Firefox 4
- Linux
- MS Windows 2000 Professional
- MS Windows 7
- MS Windows NT 4 Administration
- MS Windows Server 2008
- MS Windows XP for General Use
- Solaris
- System Administration for Windows & Mac OS
- Unix Administration
- Google Chrome 10
- Mac OS x 10.6 for General Use
- MS Windows 2000 Professional
- MS Windows 2000 Server
- MS Windows 98
- MS Windows Server 2003
- MS Windows XP Basic Features
- Oracle Solaris 11 Express Administration
- Sun Solaris System Administration
- Unix Administration
- Windows Internet Explorer 8
- Windows Vista

