Instructions

1) You will receive an email from the ProveIt Test Administrator. PLEASE NOTE THE TOLL FREE NUMBER TO CALL IF YOU HAVE ANY QUESTIONS OR PROBLEMS WITH THE TESTING.

2) Ensure that your computer meets or exceeds the Minimum System Requirements.

3) Under "Take a Test" enter your **Session ID #,** which can be found in the email from the Test Administrator.

4) When prompted, enter your personal information. All fields require completion.

5) After carefully reading the Disclaimer, click "I Accept" to proceed. If you do not accept the terms of the Disclaimer, click "I Decline" and contact your administrator.

6) Click on the title you wish to begin. If you have been assigned more than one Assessment, you must complete your first selected Assessment before you will be allowed to begin another one.

7) After carefully reading the Instructions, click "Begin" to start.

8) Your Assessments will now launch!

9) Once all Assessments are completed, please contact CASS for an interview!

TYPICAL ASSESSMENT TITLES

Basic Office Skills
This test Basic Office Skills measures basic math and verbal skills. The test questions are evenly dispersed among the following topical areas.

Basic Math (adding numbers, subtracting fractions)
Business Math (business related word problems)
Filing Skills (recognizing alphabetical order)
Grammar
Spelling

This test is designed for job candidates who need basic math and verbal skills in order to perform their job successfully.

Customer Service Mindset Survey
Customer Service Skills Survey measures the test taker's understanding of and attitude about customer service practices. This survey is designed to measure the customer service aptitude of any customer service representative and may be administered to those who deal with internal or external customers such as customer service, technical support or retail sales workers.

Data Entry 10 Key [Onscreen]
This Data Entry test requires the test taker to type information into a simulation of a spreadsheet. The session consists of entering a series of numbers. The results report of this test indicates the speed, in keystrokes per hour, and accuracy of the data entry session. This test is appropriate to administer to those whose Data Entry 10 Key speed is an important facet of their position.

Data Entry Alpha Numeric [Onscreen]
The Data Entry Alpha Numeric test measures the speed and accuracy of the test taker in conducting data entry. The test requires the user to type information into a simulation of a database. The results report of this test indicates the speed in keystrokes per hour and accuracy of the data entry session. This test is appropriate to administer to those whose job description requires effective Data Entry skills.

Typing - General [5 Minutes Onscreen]
The Typing Speed test measures the speed and accuracy of a user's typing. The test presents the user with a passage, which he/she must type as accurately and quickly as he/she can. This test should be given to anyone whose typing speed needs to be measured.

Microsoft Excel 2007 - Normal User
The Microsoft Excel 2007 - Normal User test is designed to test clerical level users of Excel who are required to edit, develop, and create Excel Workbooks. This test assesses the user's ability to create and develop a basic Excel workbook, including the most commonly used commands for formatting cells, navigation through the application, using formulas, and changing the overall appearance of the spreadsheet.

Microsoft Word 2007 - Normal
Microsoft Word 2007 aims at evaluating the skill level of the test taker in navigating through Microsoft Word 2007 as well as their ability to complete several commonly used tasks. Among the tasks included in the Microsoft Word 2007 - Normal User test are formatting a document, inserting pictures, creating tables, sorting data, and conducting mail merges.

Depending upon the type of position you are applying for, you may be assessed

additional tests (i.e. accounting, legal office support, medical office support, etc.)