

Office Clerical Testing

Profiles Skills Tests Clerical Office tests let you evaluate critical office and clerical skills, including business English and math, typing, data entry, filing and coding, as well as telephone and office management skills. Use our clerical tests to determine the proficiencies of your potential new hires.

Typing, Transcription, and Data Entry Tests

Measure general speed and accuracy in typing, data entry, audio transcription and shorthand or use tests specific to accounting, legal or medical office staff.

Tests Include:

- Audio Transcription
- Checking:
 - Standard
 - Names
 - Numbers
- Coding:
 - Standard
 - Letters
 - Numbers
- Customer Service
- Data Entry Test – Alphanumeric
- Data Entry Test – Alphanumeric (Canada)
- Data Entry Test – Numeric
- Filing (Standard, Names, Numbers)
- Grammar (Business, General)
- Letter Setup
- Math – General
- Office Manager
- Proofreading
- Reading Comprehension
- Receptionist Skills

- Secretarial Skills
- Shorthand (Audio)
- Spelling:
 - Business
 - General
 - Accounting
 - Geography
 - Legal
 - Medical
- Telephone Skills
- Telephone Message Taking
- Ten Key
- Typing Test
- Vocabulary:
 - Business
 - General
 - Accounting
 - Legal
 - Medical