COMPMETRICA's Suite of Assessment Tools

Compmetrica's standardized assessment products allow organizations to help identify and better predict future job performance using an objective baseline. Compmetrica has created a series of evaluation products designed to assess various competencies within the workplace, ranging from Administrative skills to Senior Executive capacity. As part of the tool development, each Compmetrica assessment tool undergoes considerable validity and reliability studies to ensure they assess the intended competencies. Each assessment product was designed and validated in consultation with content experts in the public, private and para-public sectors. Whatever your need, Compmetrica has the innovative assessment solution that will allow you to find the best people for your organization!

Administrative/Clerical Assessment Solutions

- The situations presented in these exercises represent the daily tasks performed by administrative support personnel. The following assessment tools can be used for selection or as part of a training development plan:

  - **Exercise for Administrative Staff:** The candidate must respond to a series of administrative tasks related to prioritizing, data entry, administrative form verification and transmitting information.

  - **Alphanumeric, Numeric and/or Typing Tests:** Evaluates the capacity of the candidate to accurately enter the greatest amount of numbers, letters or words within a timed period.

Aptitude Tests

- **Compmetrica's Aptitude Tests** enables an organization to estimate a candidate's capacity to generalize his/her learning and knowledge in different work related situations. **Compmetrica's Aptitude Tests** have been validated and standardized using populations in public, para-public and private organizations.

  - **Work Applied Cognitive Ability Test:** This multiple choice test sssesses the skills required for five (5) aspects of cognitive ability; logical reasoning, spatial aptitude, numeric aptitude, verbal aptitude and clerical perception.

  - **Work Applied Mathematical Ability Test:** This test assesses the aspects associated with the ability to carry out numerical calculations. A candidate's global result indicates, in a percentage, the amount of test questions that were correctly answered.

COMPMETRICA®

www.compmetrica.com
1-888-776-1194

Competency Management
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COMPMETRICA'S SUITE OF ASSESSMENT TOOLS

Sales and Services Assessment Products

- These tests were developed to assess a candidate's capacity to react accordingly to situations and scenarios commonly found between an employee and client. Each test was designed to assess a candidate's capacity to identify and ensure timely resolution, keeping in mind client relations.

  - The **Sales Test** and the **Client Service Test** were developed to assess a candidate's ability to analyze and react appropriately to situations encountered in a sales or customer services role by responding to a series of multiple choice questions.

Managerial Level Assessment Tests (In-Basket Exercises)

- Compmetrica's in-basket assessment products are designed to assess managerial capacity at all levels of the organization. In each of these exercises, candidates are expected to present their decisions/actions, the people they intend to include and a rationale behind their actions.

Assessment Tools Designed to Evaluate Managerial Capacity
First Level Supervision, Operational Middle Management, Tactical Middle Management and Strategic Planning

Work Approach and Behaviour Test (WABT)

- **The Work Approach and Behaviour Test** is a personality inventory that was designed, validated and standardized using a group of employees in private, public and para-public organizations. It is a personality test that contains a series of 300 statements that a person might use to describe themselves within a work context. The WABT allows practitioners to identify and better predict the workplace personality profile that is based on eight (8) skills and abilities.

WABT– General Skills and Abilities	
Thinking Abilities	Interpersonal Relationships
Technical and Professional Skills	Entrepreneurship
Communications	Leadership Skills
Management Skills	Personal Qualities

Linguistic Evaluation and Assessment

- In the ever growing market, it is imperative that organizations are able to find individuals who are effective communicators. Compmetrica has created a series of linguistic assessments designed to allow employers to preview and understand the capacity of their current staff or those with potential to be hired.

  - **Written Communication Exercises** have been created to assess a candidate's capacity to develop a series of documents and are assessed on clarity, grammar, spelling, syntax, as well as logical approach in presenting ideas and conveying messages.

  - **Oral Assessments** comprise of a telephone interviews which allow potential candidates to discuss a variety of general themes, which are not related to the workplace. Our team of Oral Evaluators use strict and detailed criteria to evaluate a candidate's oral capacity in English.