

Essentials



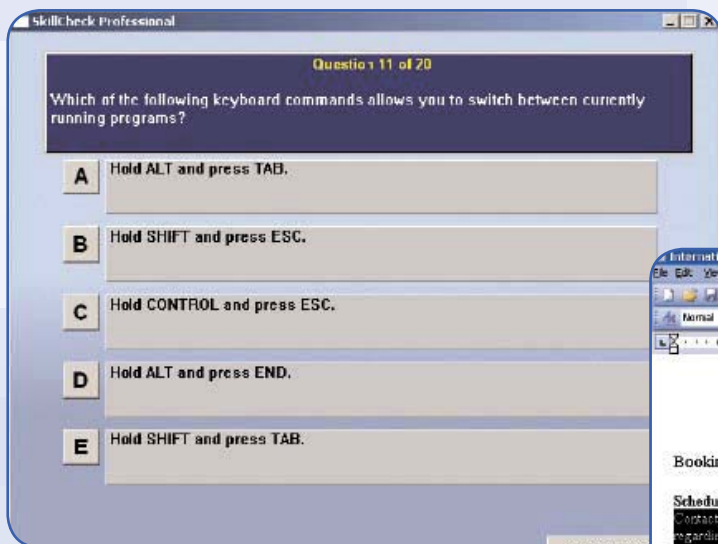
SkillCheck Essentials is an online suite of basic skills assessments from MCS that is designed to help corporations, staffing agencies and schools more readily measure the essential workplace competencies that today's employers view as the key to career success, including Microsoft Office, computer literacy and basic grammar, math, spelling and vocabulary skills.



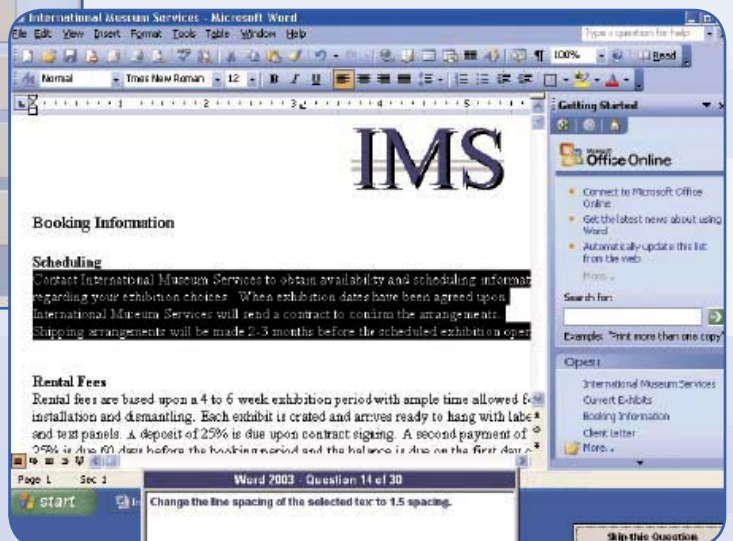
By zeroing in on critical workplace competencies, our SkillCheck Essentials tests enable recruitment professionals and educational administrators to make informed decisions about whether a candidate would be suitable for any kind of organisational work or coursework. The tests can be used in strategic decision-making about employee selection, development, promotion, and restructuring, or as a way for trainees or students to opt out of a particular class. SkillCheck Essentials can also be used to determine what further training could turn a good candidate into a great hire.

Working with SkillCheck Essentials is easy too. Simply sit the job applicant, trainee or student down at an Internet-enabled PC, select and administer a test from your online testing account, and within minutes of the applicant completing the test you will have a comprehensive report on the applicant's skills, knowledge and abilities. And because the test results are stored in an automated database, you can always search for test results by either candidate name or test name, at your convenience.

SkillCheck Essentials tests are available online only in English, French and Spanish-language versions.



Answers to basic questions reveal whether an applicant has the core skills needed to be successful.



SkillCheck's Essentials Tests cover the most critical workplace competencies.

Essentials Skills Test



Essentials Test	Questions	Description
Essentials - Grammar	20	This test measures basic level language skills including the ability to identify statements that are grammatically correct based on sentence structure, punctuation, and parts of speech.
Essentials - Math	20	This test measures basic level math skills including addition, subtraction, multiplication, division, fractions, decimals and percents.
Essentials - Spelling	20	This test measures basic level spelling skills including the ability to identify correctly/incorrectly spelled words used in general and business environments.
Essentials - Vocabulary	20	This test measures basic level vocabulary skills including the ability to identify general and business terms.
Essentials - Word	25	This test measures ability to use the most common and frequently used features of Microsoft Word including the file management, editing, formatting and printing functions used every day by Word users.
Essentials - Excel	25	This test measures ability to use the most common and frequently used features of Microsoft Excel including the file management, editing, formatting, analysis and printing functions used every day by Excel users.
Essentials - PowerPoint	25	This test measures ability to use the most common and frequently used features of Microsoft PowerPoint including file management, use of text and graphics, slide formatting and the creation of presentation output.
Essentials - Access	33	This test measures ability to use the most common and frequently used features of Microsoft Access including the creation of tables, forms, queries and reports to perform basic level database functions.
Essentials - Computer Literacy	40	This test measures ability to utilize computer hardware and software including the ability to identify important hardware components, use of the computer operating system, perform common application functions, and use electronic mail and browsing applications to communicate and find information.

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