Assessments with PN Personnel - just $50 + GST per assessment

Assessment	About the assessment	Recommended Use	Approx. time
MS Excel (Int.) **MS Word** (Int.) **MS Outlook** **MS PowerPoint**	The assessment simulates the MS programs. The candidate will be given a task to complete, and if their first attempt is incorrect, they'll have the opportunity to try again.	Roles that require a good knowledge in these programs.	30 mins
Typing	The candidate will be asked to copy type the text that appears in the box.	Administrative positions where accurate and/or fast typing is essential	5 mins
Data Entry (**Alpha Numeric**)	The candidate will copy the letters and numbers into a data form exactly as shown.	Administrative positions where accurate and/or fast data entry of letters & numbers is essential	5 mins
Data Entry (**Numeric**)	The candidate will be asked to copy the numbers into a data form exactly as shown.	Administrative positions where accurate and/or fast data entry of numbers is essential	5 mins
Checking – Numbers	The candidate will be shown a pair of numbers and asked whether they match or not.	Assessing basic number recognition and accuracy	5 mins
Spelling UK	The candidate will be given a series of multiple-choice questions testing spelling accuracy.	When accurate spelling is essential and reliance on spell-check tools is discouraged.	10 min
Grammar	The candidate will be given a series of multiple-choice questions testing grammar knowledge.	When strong grammar is essential and reliance on grammar-check tools is discouraged	10 min
Basic Computer Literacy	The assessment is designed to measure familiarity with general computer usage. The candidate will be asked questions that require them to complete tasks in a simulated software environment.	Assessing basic computer literacy	15 min
Call Centre Customer Service	The assessment will present the candidate with a series of simulation representing the type of calls that are typically received in a call centre. They will be a CSR for a fictitious travel agency and will be asked to respond to customers requesting information of products and service, or to solve customer problems.	For call centres without an internal assessment process	30 min
Light Industrial – Pick & Pack	The assessment consists of a series of multiple-choice questions, each with one correct answer. It assesses the candidate's ability to cross-reference and identify information commonly found on warehouse documents such as packaging labels, inventory forms, and shipping documents. Barcode verification is also included to test attention to detail.	Stores, picking & packing roles	30 min