

## APTITUDE, PERSONALITY, AND SKILLS TESTS

Criteria's test portfolio includes a variety of aptitude, personality, and skills tests. Our subscription service through HireSelect gives you unlimited access to our test portfolio, allowing you to use and administer as many tests as you like. This unique subscription pricing structure means you pay no per-test fees, and all tests are administered online through our user-friendly testing platform.

### APTITUDE TESTS



#### Criteria Cognitive Aptitude Test | CCAT

The CCAT tests a subject's ability to solve problems, digest and apply information, learn new skills, and think critically. The CCAT provides your organization with a quick, accurate way of measuring a candidate's cognitive aptitude (also called general intelligence), one of the most accurate predictors of job success for any position. The CCAT is a 15-minute test containing 50 questions.

#### Universal Cognitive Aptitude Test | UCAT

The UCAT is a language-independent aptitude test that measures general cognitive aptitude, with a focus on problem solving ability, critical thinking, attention to detail, and analytical skills. The UCAT does not test verbal ability, making it easily translatable and ideal for international use. The UCAT consists of 40 items with a 20-minute time limit.

#### Wiesen Test of Mechanical Aptitude | WTMA

The WTMA measures a subject's mechanical aptitude, or ability to learn to use and maintain equipment and machinery. It is a 30-minute, 60-item test that predicts performance for occupations involving the operation, maintenance, and servicing of equipment and machinery.

#### MiniCog Rapid Assessment Battery | MRAB

Created by Harvard University psychologists, the MRAB is a nine-test battery that measures key information processing functions (attention, working memory, problem-solving ability) that are required to succeed in a wide variety of jobs. Together these nine subtests provide a powerful means of measuring a person's "mental fitness." The MRAB takes approximately 30 minutes to complete.

#### Criteria Attention Skills Test | CAST

The CAST measures a person's concentration and ability to sustain focus on one or more tasks while avoiding distractions. The CAST consists of four of the subtests of the MRAB (Divided Attention, Selective Attention: Vigilance, Selective Attention: Filtering, and Perceptual Reaction Time). It takes about 10 minutes to complete.

## PERSONALITY TESTS



### Employee Personality Profile | EPP

The EPP is a multidimensional personality assessment that measures 12 personality traits: Achievement, Assertiveness, Competitiveness, Conscientiousness, Cooperativeness, Extroversion, Managerial, Motivation, Openness, Patience, Self-Confidence, and Stress Tolerance. Scores for each trait are expressed as percentile rankings.

### Sales Achievement Predictor | SalesAP

The SalesAP measures personality traits that are critical to success in sales and related fields such as sales management, marketing, and public relations. The SalesAP measures traits that may not be revealed by an interview or resumé, such as inhibitions about cold calling, reluctance to ask for a sale, or poor motivation. Validated against actual sales performance, the SalesAP helps companies select, place, and train salespeople.

### Customer Service Aptitude Profile | CSAP

The CSAP is an adaptation of the SalesAP and measures personality traits that are critical to success in customer service and customer service-related positions. The report describes characteristics related to customer service potential and performance, such as diplomacy, cooperativeness, and patience.

### Workplace Productivity Profile | WPP

The WPP is a personality instrument designed to screen candidates for low- and mid-level positions. It can help select reliable, conscientious, and trustworthy employees who will be more likely to follow rules and will be at lower risk for engaging in counterproductive work behaviors such as absenteeism, tardiness, and theft.

### Criteria Personality Inventory | CPI

The CPI is a general personality inventory grounded in the theory of the most widely accepted taxonomy of personality, the “Big Five” personality traits: Extroversion, Conscientiousness, Agreeableness, Openness, and Stress Tolerance. Scores for each of the Big Five traits are expressed as percentile rankings.

## SKILLS TESTS



### Criteria Basic Skills Test | CBST

The CBST measures a person’s basic math and verbal skills. It is a 20-minute, 40-item test that measures the skills required to succeed in a variety of entry-level jobs. The CBST offers a quick way to assess job-readiness for clerical, administrative and other entry-level positions.

### Computer Literacy & Internet Knowledge Test | CLIK

The CLIK is an assessment of basic computer proficiency. It measures a person’s ability to utilize internet browsers and common desktop applications such as email and word processing programs. The CLIK is a 10-minute test consisting of two 3-minute task-oriented simulations followed by ten multiple choice questions.

### Typing Test | TT

The Typing Test measures an individual’s typing speed and accuracy. The test-taker is presented with a passage and given one minute to type as much of the passage as possible. The test generates three scores: Words per Minute (WPM), Number of Errors, and Adjusted Words per Minute (WPM - Errors). The Typing Test takes about 2 minutes.

### Ten Key Test | TKT

The Ten Key Test measures an individual’s ability to perform numerical data entry. The test provides both a speed score (keystrokes per hour) and an accuracy score (number of correct fields). The test consists of 20 entries, and takes about 5 minutes.

### Microsoft Excel (2013 & 2016) | EXCEL

The Excel test measures proficiency with a wide range of functionalities in Excel. The test is 10 minutes and contains 20 questions.

### Microsoft Word (2013 & 2016) | WORD

The Word test measures proficiency with a wide range of functionalities in Word. The test is 10 minutes and contains 20 questions.

### Microsoft PowerPoint (2013 & 2016) | PPT

The PowerPoint test measures proficiency with a wide range of functionalities in PowerPoint. The test is 10 minutes and contains 20 questions.

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## CONTACT US

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