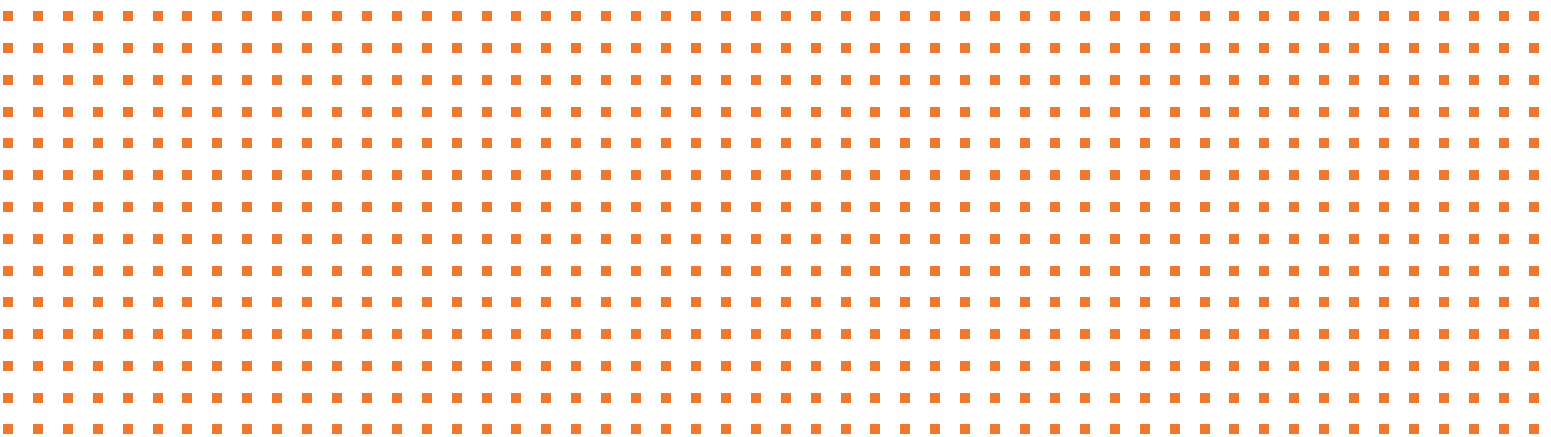


Skills *Testing*



→ THE PROFESSIONAL HIRING ORGANIZATION



SKILLS TESTING SERVICES

INNOVATIVE TESTING SOLUTIONS FROM NEXTAFF GIVE YOU THE INSIGHT YOU NEED TO HIRE, DEVELOP AND PROMOTE THE PEOPLE WHO CAN MAKE A POSITIVE DIFFERENCE IN YOUR ORGANIZATION. WITH OUR TESTING SOLUTIONS, YOU CAN SAVE TIME AND MONEY WHILE REDUCING YOUR TURNOVER RATE AND TRAINING REQUIREMENTS.

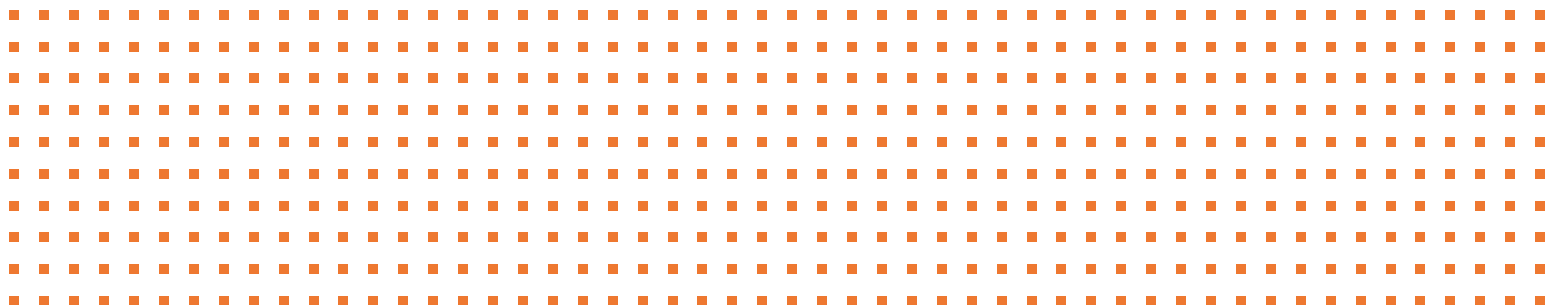
Many companies have these challenges

- Expensive Employee Turnover
- Hit and Miss Hiring Practices
- Ineffective Managers
- High Absenteeism
- Poor Customer Service
- Dishonest Employees
- Lack of Motivation
- Inadequate Team Development
- Bad Job Fit
- Low Work Ethic
- Substandard Productivity
- Poor Response To Stress, Tension and Conflict

Reasons to use pre-employment skill testing

- Two of three new hires will disappoint in the first year
- Ninety-five of 100 applicants will “exaggerate” to get a job
- Most hiring decisions are made in haste - during the first five minutes of an interview
- One of three businesses will be sued this year over an employment issue
- Turnover costs thousands of dollars for every departing employee
- Eighty percent of employee turnover is avoidable

Choose from more than 800 skill testing options to help you effectively measure the widest range of competencies in Microsoft Office, clerical, computer literacy, IT, call center, food services, retail sales, light industrial, accounting, behavioral, medical and legal areas.



SOFTWARE SKILLS

Access 2003 - Standard	Lotus 1-2-3 5.0 - Advanced Skills	Windows 2000 - Basic Skills
Access 2002 - Standard	Lotus 1-2-3 5 - Basic Skills	Windows ME - Standard
Access 2002 - Advanced Skills	Lotus 1-2-3 97 - Standard	Windows ME - Advanced Skills
Access 2002 - Basic Skills	Lotus 1-2-3 97 - Advanced Skills	Windows ME - Basic Skills
Access 2000 - Standard	Lotus 1-2-3 97 - Basic Skills	Windows 98 - Standard
Access 2000 - Advanced Skills	Lotus AmiPro 3.0 - Standard	Windows 98 - Advanced Skills
Access 2000 - Basic Skills	Lotus Freelance 2.1 - Standard	Windows 98 - Basic Skills
Access 97 - Standard	Lotus Freelance 97 - Standard	Windows 95 - Standard
Access 97 - Advanced Skills	Lotus WordPro Millennium - Standard	Windows 95 - Advanced Skills
Access 97 - Basic Skills	Lotus WordPro - Standard	Windows 95 - Basic Skills
Access 7 - Standard	Lotus WordPro - Advanced Skills	Windows 3.1 - Standard
Access 7 - Advanced Skills	Lotus WordPro - Basic Skills	Windows 3.1 - Advanced Skills
Access 7 - Basic Skills	Lotus WordPro 97 - Standard	Windows 3.1 - Basic Skills
Access 2 - Standard	Netscape 4.5 - Standard	Word 2003 - Standard
Access 2 - Advanced Skills	Outlook 2002 - Standard	Word 2002 - Standard
Access 2 - Basic Skills	Outlook 2000 - Standard	Word 2002 - Advanced Skills
Excel 2003 - Standard	Outlook 97 - Standard	Word 2002 - Basic Skills
Excel 2002 - Standard	PowerPoint 2003 - Standard	Word 2000 - Standard
Excel 2002 - Advanced Skills	PowerPoint 2002 - Standard	Word 2000 - Advanced Skills
Excel 2002 - Basic Skills	PowerPoint 2002 - Advanced Skills	Word 2000 - Basic Skills
Excel 2000 - Standard	PowerPoint 2002 - Basic Skills	Word 97 - Standard
Excel 2000 - Advanced Skills	PowerPoint 2000 - Standard	Word 97 - Advanced Skills
Excel 2000 - Basic Skills	PowerPoint 2000 - Advanced Skills	Word 97 - Basic Skills
Excel 97 - Standard	PowerPoint 2000 - Basic Skills	Word 7 - Standard
Excel 97 - Advanced Skills	PowerPoint 97 - Standard	Word 7 - Advanced Skills
Excel 97 - Basic Skills	PowerPoint 97 - Advanced Skills	Word 7 - Basic Skills
Excel 7 - Standard	PowerPoint 97 - Basic Skills	Word 6 - Standard
Excel 7 - Advanced Skills	PowerPoint 7 - Standard	Word 6 - Advanced Skills
Excel 7 - Basic Skills	PowerPoint 7 - Advanced Skills	Word 6 - Basic Skills
Excel 5 - Standard	PowerPoint 7 - Basic Skills	WordPerfect 2000 - Standard
Excel 5 - Advanced Skills	PowerPoint 4 - Standard	WordPerfect 8 - Standard
Excel 5 - Basic Skills	PowerPoint 4 - Advanced Skills	WordPerfect 8 - Advanced Skills
Excel Functions - Standard	PowerPoint 4 - Basic Skills	WordPerfect 8 - Basic Skills
Front Page - Standard	Project - Standard	WordPerfect 7 - Standard
Internet Explorer 6.0 - Standard	Software Productivity	WordPerfect 7 - Advanced Skills
Internet Explorer 5.0 - Standard	Windows XP - Standard	WordPerfect 7 - Basic Skills
Internet Explorer 4.0 - Standard	Windows XP - Advanced Skills	WordPerfect 6.1 - Standard
Lotus 1-2-3 for DOS - Standard	Windows XP - Basic Skills	WordPerfect 6.1 - Advanced Skills
Lotus 1-2-3 Millennium - Standard	Windows 2000 - Standard	WordPerfect 6.1 - Basic Skills
Lotus 1-2-3 5.0 - Standard	Windows 2000 - Advanced Skills	WordPerfect 5.1 DOS - Standard

CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS

Audio Transcription	Filing - Names	Spelling - Geography
Checking - Standard	Filing - Numbers	Spelling - Legal
Checking - Names	Grammar - Business	Spelling - Medical
Checking - Numbers	Grammar - General	Telephone Skills
Coding - Standard	Letter Setup	Telephone Message Taking
Coding - Names	Math - General	Ten Key
Coding - Numbers	Office Manager	Typing Test
Customer Service	Proofreading	Vocabulary - Business
Data Entry Test - Alphanumeric	Receptionist Skills	Vocabulary - General
Data Entry Test - Numeric	Secretarial Skills	Vocabulary - Accounting
DigitalLiteracy - Computing	Shorthand (Audio)	Vocabulary - Legal
DigitalLiteracy - Internet	Spelling - Business	Vocabulary - Medical
DigitalLiteracy - Software Skills	Spelling - General	
Filing - Standard	Spelling - Accounting	

TALENTSCOUT

TalentScout - Accounting/Bookkeeping
TalentScout - Call Center/Customer Svc
TalentScout - Clerical/Administrative
TalentScout - Computer/Internet User
TalentScout - Legal Admin

TalentScout - Medical Admin
TalentScout - MS Office 2000 User
TalentScout - MS Office 2000 Power
TalentScout - MS Office XP User
TalentScout - MS Office XP Power User

ATTITUDE/APTITUDE

Identity - Cognitive
Identity - Risk-Free
Identity - Sales

Identity - Service
Identity - Workplace Skills
Identity - Workplace Personality

Audio Customer Service Scenarios
Audio Sales Scenarios
Audio Data Entry

CALL CENTER SKILLS

Call Center - Coding
Call Center - Data Analysis
Call Center - Sales
Call Center - Service
Call Center - Telephone Skills
Data Entry - Sales (Leads)
Data Entry - Sales (Orders)

Postal Codes
Postal Codes - Audio
Spelling - Audio
Spelling - Geography
Spelling - Int Geography (Audio)
Spelling - US Geography (Audio)

ACCOUNTING KNOWLEDGE

Accounting - Accountant
Accounting - Accounts Payable
Accounting - Accounts Receivable
Accounting - Bookkeeper
Accounting - Business Documents
Accounting - Cost Accounting
Accounting - Financial Statements
Accounting - Forms and Journals
Accounting - Inventory-Depreciation

Accounting - Math Skills - Adv.
Accounting - Math Skills - Basic
Accounting - Math Skills - Standard
Accounting - Payroll
Accounting - Taxes - Advanced
Accounting - Taxes - Standard
Accounting - Terminology
Peachtree Accounting - Standard
QuickBooks - Standard

ACCOUNTING OFFICE SKILLS

Typing Test - Accounting
Audio Transcription - Accounting

DeltaView - Accounting
Shorthand (Audio) - Accounting

Spelling - Accounting
Vocabulary - Accounting

FOOD SERVICES SKILLS

Food Service - General Knowledge
Food Service - Nutrition

Food Service - Preparation
Food Service - Sanitation

INDUSTRIAL SKILLS

Industrial Safety - Fire/Personnel
Industrial Safety - HAZMAT (US)
Industrial Safety - HAZMAT (Canada)
Industrial Safety - Warehouse and Vehicles
Industrial Skills - Automotive
Industrial Skills - Construction

Industrial Skills - Machines
Industrial Skills - Metalworking
Industrial Skills - Industrial Math
Industrial Skills - Plumbing
Industrial Skills Quick Assessment - Electrical
Industrial Skills Quick Assessment - Woodworking

IT SKILLS

C - Entry Level
C++ - Entry Level
Perl - Entry Level

Java - Entry Level
HTML - Entry Level
Lotus Notes - Administrator

Lotus Notes - End User

LEGAL OFFICE SKILLS

Typing Test - Legal
Audio Transcription - Legal

Shorthand (Audio) - Legal
Spelling - Legal

Vocabulary - Legal
DeltaView - Legal

MEDICAL OFFICE & MEDICAL KNOWLEDGE

Medical Secretary

Medical Insurance

Medical - Abbreviations

Medical - Cardiovascular

Medical - Dental

Medical - Endocrine

Medical - Gastrointestinal

Medical - Integumentary

Medical - Musculoskeletal

Medical - Neurological

Medical - Oncological

Medical - Ophthalmological

Medical - Otolaryngology

Medical - Pediatric

Medical - Pharmacological

Medical - Prefixes/Suffixes

Medical - Psychiatric

Medical - Respiratory

Medical - Urogenital

Medical Billing - Entry Level

Medical Billing - Standard

Medical Billing - Forms

Medical Coding - Standard

Typing Test - Medical

Audio Transcription - Medical

Shorthand (Audio) - Medical

Spelling - Medical

Vocabulary - Medical

NURSING SKILLS

Nursing - Critical Care

Nursing - Dosage Calculations

Nursing - Emergency Room

Nursing - Medical Coding (ICD-9-CM)

Nursing - Neonatal ICU

Nursing - Surgical

Nursing - Pediatric

Nursing - Psychiatric

Nursing - Radiology

RETAIL SALES SKILLS

Retail Sales - Inventory Coding

Retail Sales - Customer Service

Retail Sales - Learning Products

Retail Sales - Retail Math

Retail Sales - Retail Reading

Retail Sales - Store Security

Retail Sales - Sales & Promotion

Retail Sales - Inventory Sorting

Retail Sales - Employee Teamwork

STAFFING AND HR SERVICES SKILLS

Staffing - Benefits and Eligibility

Staffing - CPC Certification Prep

Staffing - HR Legal Quick Assessment

Staffing - HR Generalist

Staffing - HR Legal

Staffing - HR Generalist Quick

Staffing - Interviewing Quick

Staffing - Interview and Screening

Staffing - Benefits Quick Assessment

Staffing - Benefits and Eligibility

Staffing - CTS Certification Prep

Staffing - Interview Quick Assessment

Staffing - Interviewing and Screening

Staffing - Temp Services Legal Quick Staffing - Benefits Quick Assessment

Staffing - Operations Quick Assessment

Staffing - Temp Services Legal

Staffing - Temp Services Operations

Staffing - Temp Services Quick

Staffing - Temp Services Generalist