



WDC Assessment Services

Contact: Your Business Consultant

Benefits of WDC Assessment

- Improves quality of new employees
- Identifies training needs
- Provides information for making staff assignments
- Reduces in-house staffing hours related to the selection process, particularly in scheduling candidates, test proctoring, and scoring
- Reduces traffic flow and disruption at your facility
- Assures test reliability through the use of trained WDC staff, who proctor tests in a consistent, quiet, and controlled atmosphere
- We provide assistance with selecting appropriate pre-employment tests and interpreting results.

Assessment Services

Test Administration. The Workforce Development Center offers a variety of assessment products, including behavioral, aptitude, and proficiency tests. Our price list shows available tests.

Tests may be administered to any number of candidates by staff at the Racine County Workforce Development Center. Some tests are also available at the Burlington Center. To request an assessment, contact your Business Consultant. We can provide testing within three (3) business days, and often sooner, depending upon staff schedules. Advance notice is always appreciated and it helps us serve you better.

Once we have confirmed arrangements, simply provide candidates with our contact number in the Career Development Center, and we will take care of scheduling. After the test has been administered and scored, we provide results to the employer. (Individuals sign a form authorizing the release of this information.) This entire process takes only a few days. The original test is kept on file at the Center, due to copyright restrictions, and is not normally released to the employer.

Customized Service Options: *The Workforce Development Center also accommodates more extensive assessment needs.*

Test Selection - We offer assistance with selecting appropriate test instruments at no charge. The employer must provide a detailed job description reflecting the skills essential for successful job performance.

Proctoring Your Standardized Test - Our staff is available to proctor standardized tests that you have purchased directly from a publisher or test supplier. We provide a written proposal based on the number of sessions to be proctored. Completed tests may be returned to you or mailed directly to the test publisher for scoring.

Scheduling - WDC staff is also available to coordinate candidate scheduling. You will be given a proposal based on anticipated staff time.

Staff Office Space - A limited amount of rental space is available at the Center for more extensive assessment and recruitment.

Employment Testing Policy

Employers: An employer requesting testing of an applicant pool or an entire workforce will be charged a fee based upon the following formula:

Cost of materials + staff cost for test administration, scoring and reporting

General Testing Guidelines:

- Employer testing will be provided in four areas:
 1. Academic
 2. Aptitude
 3. Proficiency
 4. Behavioral
- All test takers referred by an employer will be required to sign a release authorizing the WDC to provide the employer with their test results.
- Employers will be provided test results for all test takers they refer. ***The WDC will not make hiring recommendations based upon test results.***
- The WDC will not administer employer-developed tests that are not standardized.
- Employers retain all responsibility for legal challenges to the standards they set regarding selection criteria for hiring.

Assessment Instruments

Pre-Employment Testing

Revised 12/07

Name of Test	Cost/Person	(5-15)
BEHAVIORAL TESTS		
APTITUDE TESTS		
Mechanical Aptitude Test	\$60.00	\$48.00
PROFICIENCY TESTS		
Basic Reading	\$20.00	\$13.50
Basic Math	\$20.00	\$13.50
Keyboarding & Word Processing		
Keyboarding	\$20.00	\$16.00
Editing/Formatting from Rough Draft (Microsoft Word 97/2000)	\$30.00	\$25.00
Retrieving Paragraphs & Formatting a Letter (Microsoft Word 97/2000)	\$30.00	\$25.00
Transcribing from Machine Dictation	\$30.00	\$25.00
Composing Minutes from Handwritten Notes	\$30.00	\$25.00
Language Arts/Records Management		
Language Arts	\$20.00	\$16.00
Alphabetic Filing	\$20.00	\$16.00
Numeric Filing	\$20.00	\$16.00
Financial Record Keeping & Applications		
Bank Reconciliation	\$20.00	\$16.00
Bank Deposit	\$20.00	\$16.00
Petty Cash	\$20.00	\$16.00
Spreadsheets (Microsoft Excel 97/2000)	\$30.00	\$25.00
Databases (Microsoft Access 97/2000)	\$30.00	\$25.00
Basic Math	\$20.00	\$16.00
10-Key / Data Entry		
10-Key	\$20.00	\$16.00
Data Entry: Vendor	\$20.00	\$16.00
Data Entry: Inventory	\$20.00	\$16.00
Data Entry: Invoice	\$20.00	\$16.00
Terminology		
Medical Terminology	\$30.00	\$25.00
Legal Terminology	\$30.00	\$25.00
Robotics Technology*	\$30.00	\$30.00

Mechanical Aptitude Test Battery

This is a battery of tests that measures an individual's ability to work with machinery. The test was designed for the National Tool and Machining Association (NTMA). The battery consists of 4 tests: Machine Shop Math, Bennett Mechanical Comprehension Test, Guilford-Zimmerman General Reasoning Test, and Personnel Tests for Industry – Verbal Test.

Results indicate how well a person would work with machinery given appropriate skills training.

Machine Shop Math: This test is composed of math that is typically used in machining.

Bennet Mechanical Comprehension Test: This test is designed to measure the ability to perceive and understand the relationship of physical forces and mechanical elements in practical situations. This type of aptitude is important in jobs and training programs that require the understanding and application of mechanical principles.

The Guilford-Zimmerman Aptitude Survey (General Reasoning): General Reasoning measures the factors dominant in predicting academic success. The test is composed of situations in which a person must use their knowledge of semantics and reasoning skills in order to solve a problem.

Personnel Tests for Industry – Verbal Test: This test is designed to measure the ability of verbal competence.

Completion Time: 2.5 hours
Format: Paper and pencil
Results: Manual Scoring; available 1-2 days after testing.

Office Proficiency Assessment & Certification (OPAC): Modules 1-5

The OPAC system measures a candidate's current skills in various clerical tasks. Test modules group skills into areas of specialization i.e. legal, data entry, finance, word processing. OPAC establishes proficiency at 70% as a guideline only. The employer must determine the percentile level necessary for any specific job.

Module 1: Keyboarding/Wordprocessing	Measures
Keyboarding	Typing speed and accuracy (a timed test)
Editing/Formatting from Rough Draft (Microsoft Word 97)	Word processing skills
Retrieving Paragraphs and Formatting a Letter (Microsoft Word 97)	Skills in retrieving multiple paragraph files to create a letter in a word processing application
Transcribing from Machine Dictation	Skills to transcribe from audiotape using a word processing system
Composing Minutes from Handwritten Notes	Skills needed to convert handwritten notes into minutes, using a format guide and a word processing program
Advance Editing/Formatting from Rough Draft	Advanced work processing skills required to modify a rough draft
Module 2: Language Arts/Records Mgt.	Measures
Language Arts 1 & 2	The ability to proofread and correct errors in a document displayed on a computer screen
Alphabetic Filing	Alphabetic recording and ordering skills

Numeric Filing	Consecutive number recognition and indexing accuracy
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Module 3: Financial Record Keeping	Measures
Bank Reconciliation	Math skills needed to reconcile a bank statement
Bank Deposit	Math skills used in the preparation of a bank deposit
Petty Cash	Math and recording keeping skills to maintain a petty cash fund
Spreadsheets	Spread sheet maintenance skills
Databases	Database maintenance skills
Basic Math	General mathematical skills

All OPAC tests available only in XP

Module 4: 10-Key/Data Entry	Measures
10-Key	Speed and accuracy in entering numeric data on the keypad
Data Entry 1: Vendor	Speed and accuracy in entering alpha and numeric data, including addresses and phone numbers
Data Entry 2: Inventory	Measures speed and accuracy in entering stock items and quantities
Data Entry 3: Invoice	Speed and accuracy in entering customers and items ordered, including quantities

Module 5: Terminology	Measures
Medical Terminology	Knowledge of medical terms used by medical assistants
Legal Terminology	Knowledge of legal terms used by legal assistants and legal secretaries

- Forms:** Windows XP
- Levels:** Beginning, Intermediate, Advanced
- Completion Time:** Timed, 5-30 minutes per test, based on employer request
- Format:** Computer administered
- Results:** Available one business day after testing.