



PEOPLOGICA
CLEAR-CUT RESULTS. LOGICALLY

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Low Cost Screening & Skills Testing



Why Peoplogica Skills?



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By using Peoplogica Skills, organisations now have the ability to screen candidates more effectively for all their roles, as well as test the knowledge of existing employees (e.g. Time Management, Sales Concepts and AutoCAD use). This versatile testing platform provides the following advantages:

- Fully customisable tests to suit your needs
- Largest range of skills and knowledge tests available in Australia
- More than 250 standard tests available
- New tests added every month
- Ability to combine tests
- Questions can be in group order or shuffled
- Questions can be timed or untimed
- Test results easily accessed from test centre or emailed directly to consultants
- Candidate login and test result management via API integration



Why test candidates for skills & knowledge?

- Streamline your screening and selection process
- Screen candidates for essential job skills before resumes are reviewed and interviews organised
- Identify candidates with exceptional job skills who might otherwise have slipped through the net
- Hiring processes are more accurate
- Save money and improve the quality of the candidates
- Enhance the legal compliance of your hiring processes

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Available Tests



Peoplogica Skills is a web-based online testing tool that creates valid, job-based tests by combining multiple subjects and skill levels into a single assessment. Peoplogica Skills offers a large selection of modular tests from several topical areas that can be combined to fit your business and clients' needs:

- | | |
|--|---------------------------|
| • Typing and Data Entry | • Web Development |
| • Work Skills (eg Leadership, Sales, Marketing, Medical, Legal, Call Centre etc) | • Hardware and Networking |
| • Maths and English Skills | • Operating Systems |
| • Microsoft Office Software | • Application Development |
| | • Database |

Please refer to the latest Skills Test list to review all available tests.

Don't see what you need? Let us develop a fully customised test that fully addresses your particular requirements (eg. OH & S Policy, Safety Policy etc).

With Peoplogica Skills as part of the screening process, those tasked with candidate selection can use their time more efficiently and access data that gives more accuracy and defensibility to their candidate recommendations.

Why Kaizen Executive?

Operating in the highly competitive recruitment solutions, consulting services and sales training environments, Kaizen Executive builds strong client relationships by focusing on the needs of its clients today and into the future. Our philosophy is simple – recruit for attitude and train for experience.

At Kaizen Executive, we specialise in recruitment, consulting and sales training needs across the building and construction sector generally. As well as skills testing, we manage our own on-line profiling centre where we benchmark candidates against industry built standards; help develop careers and ensure that we have the right people in the right roles. We use processes that are tried and proven and believe in keeping things simple.

Standard Skills Test List



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Below is a summary list of the standard skills tests that are available as at 31st August, 2011. Please note that up to four tests can be combined into one test and fully customised tests can be developed to satisfy your needs

Abilities

- Basic Arithmetic
- Basic Electronics
- English Language
- English Proofreading
- English Spelling and Vocabulary
- Retail Maths
- French Language
- Spanish Language

Aptitudes

- Attention to Detail
- Basic Computer Knowledge
- Basic Computer Knowledge for Windows
- Business Communication
- Electronics
- E-mail Etiquette
- First Aid
- Interview Essay Questions
- IT Industry Acronyms
- Leadership Skills
- Logical Thinking
- Time Management

Role Related Skills and Knowledge

- Call Centre
- Call Centre Simulation
- Customer Service
- Event Planning Skills
- Food and Beverage Serving Skills
- Front Desk Skills
- Guide & Tour Operator Skills
- Marketing Concepts

- Medical Office Administrative Skills
- News Text
- Office Filing
- Pharmaceutical Terminology
- Project Management
- Retail Maths
- Sales Concepts
- Technical Writing Skills
- Telecommunications (Technical)

Typing Tests

- 10-Key Data Entry
- Business Text
- Contact Data Entry (Audio)
- Contact Data Entry (Intl)
- General Typing
- General Typing (Audio)
- Interview Essay Questions
- News Text
- Spanish Text

Accounting

- Bank Teller Skills
- Debt Collection
- Intuit QuickBooks Pro 2004
- Intuit QuickBooks Pro 2006
- Intuit QuickBooks Pro 2008
- Intuit QuickBooks Pro 2010
- Intuit QuickBooks Pro Plus 2011
- Peachtree Complete Accounting 2003
- Peachtree Complete Accounting 2005
- Peachtree Complete Accounting 2009

Office Software

- Adobe Acrobat 9.0
- Adobe Acrobat Pro 10
- Adobe Fireworks CS3 - Windows
- Adobe Flash Professional CS5 – Windows
- Adobe FrameMaker 8
- Adobe Illustrator 4.0
- Adobe Illustrator CS2 - Windows
- Adobe Illustrator CS3
- Adobe Illustrator CS5 - Windows
- Adobe InDesign CS2 - Windows
- Adobe InDesign CS3 - Windows
- Adobe PageMaker 4.0
- Adobe PageMaker 7.0 - Windows
- Adobe Photoshop 5.5 - Macintosh
- Adobe Photoshop 5.5 - Windows
- Adobe Photoshop CS2 - Windows
- Adobe Photoshop CS3 – Windows
- Adobe Photoshop CS3 - Macintosh
- Adobe Photoshop CS5 Extended - Windows
- Corel WordPerfect 8.0
- Crystal Reports 2008



Standard Skills Test List



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- Firefox 4
- Google Chrome
- Lotus Notes Administration
- Lotus Notes for Users
- Lotus Notes 8.5
- MS Office 2000 - Excel
- MS Office 2000 - Outlook
- MS Office 2000 - Powerpoint
- MS Office 2000 - Word
- MS Office 2003 - Excel
- MS Office 2003 - Excel Functions
- MS Office 2003 - Outlook
- MS Office 2003 - PowerPoint
- MS Office 2003 - VBA
- MS Office 2003 - Visio
- MS Office 2003 - Word
- MS Office 2007 - Excel
- MS Office 2007 - OneNote
- MS Office 2007 - Outlook
- MS Office 2007 - PowerPoint
- MS Office 2007 - Visio
- MS Office 2007 - Word
- MS Office Project 2007
- MS Office 2010 – Excel
- MS Office 2010 – Outlook
- MS Office 2010 – Powerpoint
- MS Office 2010 - Word
- MS Office Publisher 2007
- MS Office XP - Excel
- MS Office XP - Outlook
- MS Office XP - PowerPoint
- MS Office XP – Word
- Windows Internet Explorer 8
- QuarkXPress 4.0 - Windows
- QuarkXpress 4.0 - Macintosh
- SAP R3 Basis
- Seagate Crystal Reports 8.5

Web Development

- Active Server Pages .NET
- Active Server Pages .NET 2.0

- Active Server Pages 3.0
- Active Server Pages.NET 3.5
- Adobe ColdFusion 8
- Adobe Dreamweaver CS3
- Adobe Flash CS3 Professional
- Adobe Flash CS3 Professional - Macintosh
- Adobe Flex 4.0
- Ajax Frameworks
- Ajax Programming
- Allaire ColdFusion 4.5
- CGI
- Cascading Style Sheets 2
- Cascading Style Sheets 2.1
- HTML 4.0
- HTML 4.01
- JavaScript 1.4
- JavaScript 1.8.5
- Extended JavaScript 3.0
- MS FrontPage 2000
- MS Visual Interdev
- Macromedia Authorware
- Macromedia Dreamweaver 4
- Macromedia Dreamweaver 8
- Macromedia Flash 4
- Macromedia Flash Professional 8
- PHP 5
- Perl 1.0
- RubyOnRails 2.1
- Search Engine Optimisation Fundamentals
- VRML
- XHTML 1.0

Hardware and Networking

- LAN Switching & Wireless Fundamentals
- MS Exchange Server 2000
- MS Exchange Server 2003
- MS Exchange Server 2010

- Networking Essentials
- OS-MVS-Job Control Language
- PC Hardware
- Routing Fundamentals
- TCP/IP
- VMware

Operating Systems

- Firefox 4
- Google Chrome 10
- Linux
- Macintosh OS x 10.6 for General Use
- MS Windows 2000 Professional
- MS Windows 2000 Server
- MS Windows 7
- MS Windows 98
- MS Windows NT 4 Administration
- MS Windows Server 2003
- MS Windows Server 2008
- MS Windows XP
- MS Windows XP for General Use
- MS Windows XP Basic Features
- Solaris
- Sun Solaris System Administration
- System Administration
- System Administration for Windows and Macintosh OS
- Unix
- Unix Administration
- Windows Vista



Standard Skills Test List



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Application Development

- ActiveX
- Borland Delphi
- C
- C #
- C++
- CORBA
- CoBOL
- HP WinRunner 9.2
- IBM CICS
- Java 2 Enterprise Edition
- Java 2 Enterprise Edition 1.4
- Java 2 Standard Edition
- Java 5 Enterprise Edition
- Java Standard Edition 7
- Java GUI
- Java Technologies: Hibernate, Spring, and Struts
- MS .NET Framework 1.1
- MS .NET Framework 2.0
- MS .NET Framework 3.5
- MS Visual Basic 2005
- MS Visual Basic 6
- MS Visual C++
- MS Visual C++ 2010 Professional
- MS Visual Source Safe
- MS Visual Studio 2005
- MS Visual Studio 2008 Professional
- MS SharePoint 2007
- MS SharePoint Server 2010 for General Use
- OOP Concepts
- Python 2.6
- Quality Assurance
- Software Testing
- Sybase Powerbuilder
- Visual Basic Script
- Visual Basic.NET
- WebLogic Server 9.2
- XML

Application Development Database

- C# 4.0
- IBM DB2
- Java GUI
- Java 2 Standard Edition 1.5
- MS Office 2000 - Access
- MS Office 2003 - Access
- MS Office 2003 - Access SQL
- MS Office 2007 - Access
- MS Office 2010 - Access
- MS Office XP - Access
- MS SQL Server 2000 - Administration
- MS SQL Server 2005
- MS SQL Server 2008- Programming
- MS SQL Server 7
- MS Visual FoxPro 6
- MS Visual FoxPro 9
- MySQL 4
- MySQL 5
- Oracle Administration
- Oracle 10g Administration
- Oracle Developer
- Oracle PL/SQL
- Perl 5 Version 14
- Relational Databases

